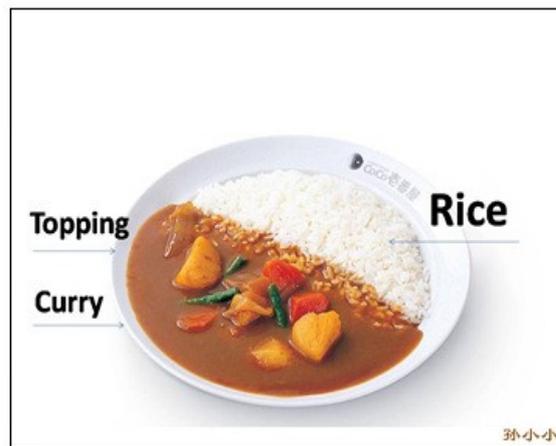


# WARWICK

Your Fast Track to Executive Communication

*Listen to the audio file "The 20 essentials of a benchmark Toastmasters club" at <http://www.warwickjohnfahy.com/warwicktm.html>*

*You can read about this speech in Mandarin at*



*<http://xiaoxiaosun1978.blog.sohu.com/108115150.html>*

## Essentials of a benchmark meeting

### “Rice with topping and curry sauce”

Communication is our basic core “food”. The meeting is the basic “product” that represents Toastmasters in the eyes of a guest. Enthusiasm and warmth are the main attractors to new guests.

1. Applause strong throughout the meeting for all speakers.
2. No talk back from audience or calling out from the back. Audience jumping in with “advice”. Often from experienced members who should know better.
3. Speakers and role takers are prepared. You can tell when someone has taken the time to prepare their script or speech in advance.

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4. Toastmaster of the meeting (TME) / host has strong introductions. Meaning complete background (eg how long in Toastmasters, their job, objectives of speech).
5. Good transitions with handshakes leaving and coming back to stage.
6. TME makes a positive comment on previous role taker to make them feel good.
7. All speeches delivered are project speeches (basic communication and advanced manuals). You need objectives so the evaluator can give you specific feedback so that you can learn.
8. How do we learn? We get feedback through evaluations. Balance between positive and areas to improve. Keep evaluation relating to communication skills. Use evaluation sheet in manual as your guide.

**Topping** is the extra value that leadership brings. Leaders are the “invisible” elements of a club meeting.

9. Does the reception desk arrive early and set up. Are members “meeting and greeting” new guests to welcome them and field questions on Toastmasters? Agendas are printed and ready to give out to people as they arrive.
10. President opens the meeting with energy introducing purpose of Toastmasters and making the taboos sound interesting for six months or a year. Use variety from meeting to meeting.
11. Theme is introduced at the opening of the meeting by President and / or TME.
12. Every member should speak. A benchmark 2-hour meeting will

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have around 30 attendees with 17-20 members. Have 3-4 prepared speeches, table topics. Table Topics master looks for members without roles. Members step up to get their stagetime.

13. Any member can take the lead to welcome guests and help out with setting up the meeting.

## Curry is the spice of our creativity.

What do we do differently from others than is extra special.

What sets us apart from other clubs (that makes us a benchmark)

14. Agenda - a little bit better and little bit differently

Other ways to differentiate:

15. Room layout

16. Badges for members, guests and other Toastmasters clubs

17. Creative sessions beyond the basics of Tables Topics, prepared speeches and evaluations. Examples could be joke session, drama session, a varied approach to conducting Table Topics. Try new ways.

18. Try using video, slide presentations,

19. guest star speakers,

20. For evaluators, you can't "fail" a speech. You can only express your opinion on whether a speech meet the objectives. You may suggest that the speaker redeliver a speech - and if you are really nice - offer to work with them to fine tune it!

*These 20 tips are offered in the spirit of sharing, so please*

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*forward them to your Toastmaster friends and feel free to post on your web sites, blog and social media. Appreciate if you can keep the audio and text files in their original format and offer a link back to my web site at [www.warwickjohnfahy.com](http://www.warwickjohnfahy.com). Happy Toastmastering!*

*Warwick John Fahy, 6 January 2009*

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Warwick John Fahy

**W**arwick is a business facilitator known for helping teams grow and facilitating business results with multinational companies going through organizational development and change.

Since moving to Asia from London in 1994, Warwick has supported leaders and managers as a qualified and experienced consultant with a proven track record for bringing executives and teams to their full potential. He demonstrates deep cultural intelligence, while collaborating with teams across China, Asia, India and the Middle East. Warwick trains and coaches in the key soft skills of communication and leadership needed to build effective and productive leaders. As an insightful coach, Warwick's unique ability is to precisely assess development gaps and to provide a step-by-step, practical and supportive program that boosts skills in a systematic way.

## **Community and business leader**

Warwick is currently an elected At Large Committee member of the British Chamber of Commerce in Shanghai. He is general manager of TEAMSWORK China, who help retain and develop talent for multinationals through consulting, training and executive coaching services across Asia Pacific and the Middle East. TEAMSWORK China is an accredited Social Enterprise and invest 10% of revenue back into the education of the community, particularly orphans and girls in under-developed regions.

## **Public Speaking Pioneer**

Warwick is author of *The One Minute Presenter*: a guide to successful business presentations. Warwick has been a catalyst to the expansion and development of Toastmasters in China. Under his leadership as Chairman, the organization doubled in size across China. Warwick continues to positively influence and mentor young and aspiring Toastmasters talent to become leaders themselves. Warwick is the first and only person from China to be invited into the International Hall of Fame in August 2007.

## **Professional Speaker**

He is founding President of the Professional Speakers Association of China and runs a mentoring program for aspiring professional speakers. He is a Certified Professional Facilitator (CPF) - granted after demonstrating evidence of competency in five core facilitation competency areas. Warwick also promotes lifestyle design as a healthy living vegetarian, competing in triathlons around Asia.

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