

Educational Minute Ideas

Gleaned from the website of the Dogwood Toastmasters Club, Atlanta, Georgia – dogwoodtoastmasters.org

- How to prepare a meeting agenda when you are the Toastmaster.
- Tips on how to recruit people to fill roles when you are the Toastmaster.
- Where to find **words of the day**, and how to present them to the club.
- Sources of inspiration when you are the IPE.
- How to find great jokes on the web when you are Joke Master.
- How to find questions for Table Topics when you are the Table Topics Master.
- A strategy for delivering a great Table Topics response.
- Explain how you do not necessarily have to directly answer a Table Topics question.
- Things to look for in Table Topics responses when you are the Evaluating Table Topics.
- How to use the stopwatch when you are the Timer.
- The timing of all of the different speeches and evaluations when you are the Timer.
- Where to find speech topics for your next speech, when you are the Speaker.
- Things to watch for when you are critiquing the meeting as the General Evaluator.
- Strategies for Counting Ah's when you are the Wizard of Ahs.
- How to run the video camera when you are the recording a speech.
- Things to watch for when you are critiquing a speech as a Speech Evaluator.
- Common Grammatical errors to watch for when you are the Grammarian.
- How to open and close a Toastmasters meeting when you are the Presiding Officer.
- Strategies for Counting Votes when you are the Vote Counter.
- Describe the different membership drives and the related awards.
- The importance of telling your friends about Toastmasters.
- A brief explanation of our DCP goals.
- A listing of the different Advanced Communicator manuals.
- Describe the Better Speaker Series.
- Describe the High Performance Leadership program.
- Describe the Leadership Excellence Series.
- Describe the Successful Club Series.
- How to attain the advanced Toastmaster awards.
- How to host a Youth Leadership program.
- The importance of being a mentor to a new member.
- The importance of ensuring that your evaluator fills out your project evaluation sheet when you are a speaker.
- The importance of having the Project Completion Record at the back of the project book filled in.
- The role we all play in attaining our DCP goals.
- The elements of the Toastmasters Promise.
- The general role of the Area Governor.
- The general role of the Club Contest Chair.
- The general role of the Club President.
- The general role of the Club Secretary.
- The general role of the Club Social Chair.
- The general role of the Club VP Education.
- The general role of the Club VP Membership.
- The general role of the Club VP Public Relations.
- The general role of the Sergeant at Arms.
- The role of the officer nominating committee.
- What happens during an Executive Committee meeting.
- A description of all of the contents of the Reveilliers Toastmasters website.
- A description of all of the contents of the District 39 Toastmasters website.
- A description of all of the contents of the Toastmasters International website.
- A description of all of the contents of the Toastmasters magazine.
- Explain the features of the any Toastmasters Facebook page.
- The importance of arriving at the meetings on time.
- The importance of helping the Sergeant at Arms set up the room for the meeting.
- The importance of volunteering to fill roles at weekly meetings.
- The role that parliamentary procedure plays in our meetings.
- Why we say the Pledge of Allegiance at the start of our meetings.
- A specific example of how Toastmasters has improved your life.
- The benefit of attending club activities outside of the regular meeting.
- The fun and benefits of attending the meeting of another club, as a guest.
- A brief description of how, when, and where Ralph Smedley started Toastmasters.
- A description of the Toastmasters District conference.
- A description of the Toastmasters International conference.
- How attending Toastmasters Leadership Institute has made you a better officer.
- Your experience at Toastmasters Leadership Institute.
- A description of an upcoming Toastmasters speech contest.
- The different levels of contests.
- How to encourage others to join Toastmasters.