

Toastmasters International

Welcome To **University at Buffalo** Toastmasters

UB Club
Toastmasters International
District 65

<http://ubclub.freetoasthost.ws>
www.Toastmasters.org
www.TMDistrict65.org

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Last updated: 09/23/2009

UB TOASTMASTERS FAST FACTS:

- Affiliated with Toastmasters International, the world's leading organization devoted to the improvement of individual communication and leadership skills. In July of 2004, Toastmasters International chartered its 10,000th club and has more than 200,000 members in 90 countries.
- University at Buffalo Toastmasters Club was founded in 1987 and members include local professionals as well as students, faculty and staff.
- Club meets on the 2nd and 4th Tuesdays of each month on the North Campus of University at Buffalo College in O'Brian Hall, room 210. Meetings are held from 6:00 p.m. until approximately 7:30 p.m.
- Visitors are cordially welcomed to attend a few times before making a financial commitment to join.

MEMBERS HAVE OPPORTUNITIES TO:

- Learn and practice techniques of effective public speaking
- Prepare and deliver formal speeches on subjects of their own choosing
- Give impromptu talks on assigned topics
- Gain speaking experience that relates to specific career needs
- Sharpen their listening and evaluation skills
- Preside as a meeting chairperson
- Gain valuable leadership and management experience at various levels throughout the organization
- Gain personal confidence which helps when speaking to one person or one thousand
- Enter Toastmaster International's Semi-Annual Speech Contests to compete and challenge the skills they have developed **Toastmasters International**

Do your knees shake at the thought of addressing a large group? Have you had to give presentations, and barely lived through it? The average person actually fears public speaking more than death! The Toastmasters program can help you become a calm, collected speaker.

Even if you already can speak with ease, our program can help you fine-tune your presentations, organization, and other facets of advanced speaking.

Your success is based on how effective you are. Through participation in the Toastmasters Communication and Leadership programs, people from all backgrounds learn to effectively speak, conduct a meeting, manage a department or business, lead, delegate, and motivate.

Our self-guided but structured educational program lets develop at your own pace. The basic Communication Manual gives you guidelines for your first ten speeches, and is geared towards all speaking levels, from novice to advanced. Our supportive atmosphere encourages our members, and you will get personal feedback and suggestions for growth and improvement.

A typical meeting involves 10-20 members, sharing the duties to conduct the meetings. A member volunteers to be the Toastmaster who chairs the entire meeting. A Table Topics Master asks questions of the attendees, who have 1-2 minutes to respond. The second part of the meeting includes the

prepared speeches given by members, and each speaker receives an oral evaluation by a member to point out strengths and offer suggestions for improvement.

Personal Growth

- Participating in the Toastmaster program improves more than your ability to give speeches.
- Members volunteer for various tasks to facilitate meeting functions.
- The Grammarian monitors our members' use of the English language.
- The Wordmaster provides a "word of the day", expanding your vocabulary.
- The "Ah counter" helps us eliminate "ahs," "ums," and other vocal crutches.
- Table Topics gives you an opportunity to speak "on your feet" without preparation.
- Your listening skills are honed as you hear different presenters speaking on a wide range of subjects. As an evaluator, you give a 2-3 minute presentation on your impressions of a speech, fine-tuning your analytical skills. Evaluators also help the speaker to improve by making suggestions and positive recommendations appropriate to the skill level of the speaker.

How Toastmasters Works For You:

- As your improved communication skills become obvious within the workplace, increased visibility, recognition and promotion will follow.
- Your improved presentation skills will win you the respect and admiration of your colleagues and employees - and make them wonder what you did to change!
- Leadership skills acquired through participation in Toastmasters will increase your management potential.
- As a Toastmaster you will acquire an increased ability to motivate and persuade, making you more effective as a supervisor or manager.
- Members of Toastmaster Clubs have access to a wide range of educational materials including books, audio and videotapes, and seminar programs available at reduced cost through the Toastmasters International Supply Catalog.

How Toastmasters Meets Your Needs:

- Established in 1924, Toastmasters International uses time-tested programs that are continually updated to meet participants' needs.
- Self-paced programs allow you to progress as rapidly or gradually as your needs dictate.
- The hands-on Communication and Leadership program provides the "how-to" and the practical experience so critical to progress.
- Toastmasters Clubs meet at various locations in the morning, at noon and in the evening. You'll be sure to find a Club that fits your needs and schedule.
- The Toastmasters program is cost effective, especially when compared to seminars charging hundreds of dollars per day. There is a \$20 new member fee and \$27 dues every six months. Clubs may also assess local dues to cover club expenses (UB Toastmasters charges \$8 every six months for a total of \$35.)
- An atmosphere of professional camaraderie makes your Toastmasters Club a unique learning environment - informal, yet dedicated to learning.
- The Toastmasters program can be tailored to meet your personal objectives. Whether you desire improvement in prepared or impromptu speaking, greater skills in the use of visual aids, experience and knowledge is to be gained in the areas that most interest you.

How The Program Works:

- The Toastmasters program exposes each participant to a wide range of communication experiences.

- Each new Toastmaster receives a New Member Kit. The kit features copies of the basic Communication and Leadership manuals, general orientation materials and information regarding skill improvement in areas such as speech evaluation and the use of gestures.
- The initial prepared speeches, as outlined in the basic Communication and Leadership program manual, are designed with the new Toastmaster in mind.
- A variety of assigned speeches help the participant develop competency in areas such as organization, voice inflection and persuasiveness.
- During the meeting's Table Topics session members learn to think on their feet by delivering short impromptu speeches, lasting one to two minutes.
- After giving a prepared speech, each Toastmaster receives a constructive speech evaluation. This process recognizes speakers for their strengths and provides valuable insight into problem areas.
- Upon completion of the basic Communication and Leadership programs, Toastmasters may participate in Advanced Communication and Leadership programs. Participants may choose from specific business oriented topics such as Speeches by Management and Technical Presentations.
- Workshop style Success/Leadership programs are also available, offering opportunities for further skill development in areas such as leadership, public speaking and conducting business meetings. These programs are especially effective as in-house training and can be tailored to meet the needs of your company.

The Tools You Use:

Upon joining a Toastmasters club, each new member receives a variety of manuals and resources on speaking. Members also have access to other books as well as audio and video cassettes on speaking and leading. They also receive the award-winning *The Toastmaster*, a monthly magazine that offers the latest insights on speaking and leadership techniques.

Toastmasters and Leadership:

Leadership cannot be learned in a day. It takes practice. In Toastmasters members build leadership skills by organizing and conducting meetings and motivating others to help them. Club leadership roles and a leadership development program also offer opportunities to learn and practice. Just as Toastmasters members learn to speak simply by speaking, they learn leadership by leading.

Company Benefits:

A company's success also depends on communication. Employees face an endless exchange of ideas, messages, and information as they deal with one another and with customers day after day. How well they communicate can determine whether a company quickly grows into an industry leader or joins thousands of other businesses mired in mediocrity.

Toastmasters provides the tools that enable employees to become effective communicators and leaders all at a very low cost. Toastmasters training helps employees:

- Give better sales presentations
- Hone their management skills
- Work better with fellow employees
- Effectively develop and present ideas
- Offer constructive criticism
- Accept criticism more objectively
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Toastmasters produces results. Around the world more than three million men and women of all ages and occupations have benefited from Toastmasters training and more than one thousand corporations, community groups, universities, associations, and government agencies now use Toastmasters training.

Community Benefits:

Toastmasters has helped many members in their community service activities. Using the speaking and leadership skills developed in Toastmasters, people have become more active in business, churches, and service and charity organizations. Toastmasters members are able to organize activities, conduct meetings and speak in public as their organization's representative. Some even become active in local, state or national government.

Join Us as a Guest:

Guests are welcome any time, but we suggest calling ahead to verify the meeting time and place. The Membership VP will introduce you to other members and give you information about the club and the Toastmaster program. You may come as often as you like to see our Toastmaster program in action. Please arrive 10-15 minutes prior to meeting time to meet members and receive guest information.

Dues:

Dues for UB Toastmasters and Toastmasters International are \$35 for six months, payable in October and April. New members pay an initiation fee (\$20) for their basic manuals and materials, and prorated dues based on when you join.

Become a Member:

Ready to join?

University at Buffalo Toastmasters Club

Club Number: 6499

Meeting Place:

Room 210 O'Brian Hall / North Campus

University at Buffalo

Meeting Time:

6:00 pm, 2nd & 4th Tuesday

Contact:

Phone: John Beltrami (716) 645-5650 beltrami@buffalo.edu

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Meeting times and locations may change. Although we try to notify every one of changes or cancellations, please check with a club officer for confirmation.