



WELCOME TO Nuremberg Toastmasters

Quick Guide Your First 100 Days

1

REVIEW THIS GUIDE

Become better acquainted with our meetings, the meeting roles, our Club officers and the online tools we use. More information is available via the QR code, but these highlights are enough to get you off to a good start.

2

TAKE MEETING ROLES

Actively participate in club meetings to develop your speaking, listening, leadership and feedback skills. Through Easy Speak sign up for starter roles such as Ah Counter, Timer, and Grammarian.

3

USE EASY SPEAK

Easy Speak is our meeting planning and progress tracking tool. It's extremely helpful for both you and club leadership when you use Easy Speak regularly to note attendance, take meeting roles and request speeches.

4

DELIVER ICE BREAKER

The Ice Breaker is exactly what you think it is - your first speech where you 'break the ice' as a speaker to introduce yourself to the club. Use the skills you already have and aim to deliver your Ice Breaker shortly after joining.

EXPLORE PATHWAYS

When you're ready, and with the support of an experienced Toastmaster, take a closer look at the Pathways educational program and choose your Path.

5

LINKS, RESOURCES & MORE
nuremberg-toastmasters.de



Nuremburg Toastmasters Club Highlights

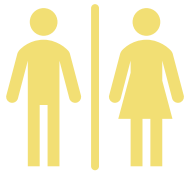


Who's Who

The elected officers of the Club serve to create a high-quality environment that supports the goals of the members and the growth of the Club

Officer Team 2024/2025:

- **President (David):** Our CEO; provides helpful, supportive leadership for all activities
- **VP Education (Guenter):** Plans each meeting; helps members achieve developmental goals
- **VP Membership (Oscar):** Maintains contact with guests; helps guests become members
- **VP Public Relations (Seti):** Promotes the activities of the Club through social media
- **Secretary (Florin):** Maintains Club records; keeps minutes of Executive Committee meetings
- **Treasurer (Kurt):** Manages Club bank account; transfers member fees to TMI
- **Sergeant at Arms (Ankit):** Sets up meeting room; manages Club physical inventory
- **Immediate Past President (Guenter):** Supports and guides current officer team



Our Meetings

1st and 3rd Mondays of month
19:00 – 21:00

Deutsch Amerikanisches Institut
Gleißbühlstraße 9
90402 Nürnberg

Members are encouraged to take a role at meetings. Each role helps you practice and develop your communication and leadership skills. Sign up for roles on Easy Speak.

Typical Meeting Agenda:

- **Introduction:** Members and guests welcomed; short warmup round
- **Table Topics:** One- to two-minute impromptu speeches
- **Prepared Speeches:** Speeches from Pathways educational program
- **Evaluation:** Evaluation of each speech; feedback on other aspects of meeting

Meeting Roles:

- **Toastmaster:** Hosts meeting by introducing speakers and keeps meeting running on time
- **General Evaluator:** Guides evaluation portion of the meeting and provides overall feedback to improve future meetings
- **Table Topics Master:** Prepares and introduces impromptu topics; leads Table Topics session
- **Speaker:** Prepares and presents speech based on Pathways project
- **Speech Evaluator:** Gives constructive verbal and written comments to Speaker
- **Ah-Counter:** Reports on use of filler words used throughout meeting
- **Grammarian:** Introduces Word of the Day and reports on use of language during meeting
- **Timer:** Provides timing signals to speakers and reports time of each agenda item



More at
nuremberg-toastmasters.de/members/



Tools

Upon joining Toastmasters, you will receive login credentials to two main tools: Easy Speak and TMI

Easy Speak (nuremberg-toastmasters.tmclub.eu): used by each member for each meeting to

- Mark attendance
- Take meeting roles
- Request speeches

Toastmasters International (www.toastmasters.org)

- Main Site: resources, magazine, member profile
- Base Camp: Pathways



Ice Breaker

Your first speech!

Share something about yourself and your goals with other members of the Club, using the presentation skills you already have

A suggested flow for completing your Ice Breaker:

- **Schedule your speech.** Using Easy Speak, request a speech slot for a meeting date that is suitable for you.
- **Organize your speech** Select two or three interesting aspects of your life that will give your fellow club members insight into and understanding of you as an individual, such as your birthplace, education, interests, or family. You could explain how you came to be in your present occupation, tell the audience something about your ambitions, or explain how something from your youth has had an effect on your life. Once have the highlights of your talk, weave them into a story, just as if you were telling it to a group of friends. Share personal experiences - the more personal your talk, the warmer the relationship will be between you and the audience.
- **Practice.** Set aside time to rehearse your speech. Practice the talk until you are comfortable with it.
- **Contact your Evaluator.** Let him or her know if there's any special areas of feedback you would like. Ask for support and/or feedback, if you'd like. Provide your Evaluator with the evaluation form, either digitally or printed.
- **Deliver your speech.** Relax, breathe, and enjoy! The audience wants you to succeed and they're eager to help you. Feel free to use notes – it is your first speech, after all.
- **Accept feedback.** Your Evaluator will provide you with both a verbal and written evaluation. You may also receive feedback from other audience members. Keep in mind that this feedback is the personal view of the provider and not the absolute truth. Determine which feedback is most helpful for you and aim to apply it in future speeches.



Toastmasters' education program designed to help you develop your communication and leadership skills.

Once you've become more comfortable with the Club, its meetings and the meeting roles, and perhaps after you've delivered your Ice Breaker, you'll want to explore Pathways and choose your Path.

Pathways currently offers 6 different learning paths. Each Path has a variety of required and elective projects that give you the opportunity to strengthen existing skills and/or try out something new.

The entire Toastmasters program is self-paced, so you make your own plan. Actively participating in Pathways, whatever pace suits you, will benefit both you and the Club.



More at
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