

### How Toastmasters Works

At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is made up of 20 to 30 people who meet once a week for approximately an hour. Each meeting gives members several opportunities:

▶ **Conduct meetings**

Members learn how to plan and conduct meetings.

▶ **Give impromptu speeches**

Members present one- to two-minute, impromptu speeches about assigned topics.

▶ **Present prepared speeches**

Two or more members present speeches based on projects from manuals in Toastmasters' proven communication and leadership programs. Projects cover topics such as speech organization, vocal variety, language, gestures and persuasion.

▶ **Offer constructive evaluation**

Every speaker is assigned an evaluator who points out speech strengths and offers suggestions for improvement.

### Toastmasters Tools

Upon joining a Toastmasters club, each new member receives manuals and resources about how to become a better speaker and a more confident leader. Members also have access to a wide variety of books and educational resources. In addition, they receive the award-winning Toastmaster, a monthly magazine that offers the latest insights about speaking and leadership techniques.

**CENTRAL AUSTIN TOASTMASTERS**

2008 Justin Lane, Austin TX

[centralaustin.org](http://centralaustin.org) / Join us on Meetup!

**With  
Toastmasters,  
the potential  
is unlimited.**

### Toastmasters and Leadership

Leadership takes practice. In Toastmasters, members learn leadership skills by organizing and conducting meetings and completing projects in manuals. Projects address skills such as listening, planning, motivating, and team building and give members the opportunity to practice them. Just as Toastmasters members improve communication by speaking, they learn leadership skills by leading.

### Company Benefits

A company's success depends on communication. Employees interact with their colleagues and customers to exchange ideas, messages and information. How well they communicate and share their ideas can determine whether a company grows into an industry leader or is mired in mediocrity. At a very reasonable cost,

Toastmasters teaches employees to become better presenters and leaders:

- ▶ Give better sales presentations
- ▶ Hone their management skills
- ▶ Work better with fellow employees
- ▶ Develop and present ideas more effectively
- ▶ Offer constructive criticism
- ▶ Accept feedback more objectively

Toastmasters produces results. Around the world more than four million men and women of all ages and occupations have benefited from Toastmasters training. Thousands of corporations, community groups, universities, associations and government agencies currently use Toastmasters training.

### Community Benefits

Toastmasters helps many members in their community-service activities. Using the skills developed in Toastmasters, members have become more active in business, church, service and charity organizations. Toastmasters are able to organize activities, conduct meetings and speak in public as their organizations' representatives. Some even become active in local, state or national government.

