

HINTS AND TIPS ON HOW TO SET UP A YOUTH LEADERSHIP CLUB

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INITIAL MEETING WITH SCHOOL

1. Liaise with Principal or Head of TY programme
2. Explain the YLP programme and request 2 class slots running together.
3. 8 week programme
4. 20 max
5. No teacher in the classroom
6. Cost will be \$100 for materials
7. Ask to address the TY students or alternatively for the TY Head to select the participants, ensuring an equal number of boys and girls if a mixed school.
8. Ask TY Head about any special circumstances we should be made aware of
9. After each meeting, give feedback to TY Head

BACK AT THE CLUB

1. Order materials - Order 3 weeks in advance – 25 manuals, 5 co-ordinator manuals, 10 best speaker ribbons, 25 completion certificates - \$100
2. Set up a small team, say 4 people to run the programme
3. 2 members of TM to run each meeting
4. Prepare notes for the President of the YLP.
5. Write out a list table topics.
6. Get a list of participants from the TY Head.
7. Set up a spreadsheet to track who has made speeches and performed roles.
8. Organise name badges.

FIRST MEETING

1. Bring along the gavel and chain of office from your own club
2. Explain in a couple of lines the history of Toastmasters
3. Usual rules apply – nothing offensive
4. First name basis – not formal
5. Not a classroom environment
6. Explain how a typical meeting will work (basically a normal TM meeting)
7. Explain that in the 8 week period every participant will perform an icebreaker speech and one other speech.
8. Ask the students to complete the survey at the start of the booklet about their existing speaking skills.
9. Elect a President (get advice from TY Head if necessary), hand over the chain of office and pass over the notes for the meeting. (Roll the Toastmaster role and President into one)
10. Break the group into 2's (boy/girl if mixed school) and get them to chat about themselves for 5 minutes, focusing on giving one interesting fact about themselves. E.g. If they have a lot of pets, travelled to exotic locations or have an interesting hobby. Let them know that each student will then come up to the top of the room and introduce the person they spoke with.
11. The President will introduce one person at a time.
12. After every 4 speakers, evaluate their performance. On the first day, over praise and keep comments general rather than specific to individual speakers.
13. If you have 20 participants, this will take up roughly half the meeting.
14. In the second half of the meeting, introduce table topics. Give advice on how to speak off the cuff.
15. Ask the President to select a Table Topics Master. Pass the notes to the TT Master. The session will last roughly 20 minutes.
16. Discuss assignment for next week. Ask everyone to prepare the icebreaker speech for the following week as invariably you will find some students will be unavailable to attend due to other commitments.
17. Elect next week's Table Topics Master and President.
18. Ask President to award best speaker with ribbon.
19. Request students to read the next chapter of the booklet, return their name badges and tidy the room.
20. Close meeting