

School Cohort No. – Session 1 – Date and Time

Session Plan

R – S – T Respect – Support - Trust

Time	Topic	Content	Handout/Ref	By whom	Duration
		<i>Pin up Word of the Day. Provide register and named labels. Distribute agendas. Toastmaster Co-ordinators to act as Timekeepers.</i>	Agendas		
		Quote: Ralph Smedley ‘We learn best in moments of enjoyment’			
15:00	Welcome & Intro	Introduce ourselves – Toastmasters – name, length as member and our clubs. Confirm use of first names . Explain shaking hands (ie optional), applause , etc. <i>Inspirational quote:</i> Ralph Smedley <i>We learn best in moments of enjoyment.</i>		Co-ordinators	3 mins
15:03	Warm Up	Fascinating facts. Pair up and establish one fascinating fact about the other person. Feedback to group by introducing person and explaining the fact.	Paper slips and container or freeflow	Co-ord 2	7 mins
15:10	Explanation of program	What is YLP? Helps develop speaking and leadership skills, plus the ability to clearly express our thoughts to others can help impact on how successful we are in life. Learning by doing. Opportunities to speak at each session, give feedback and carry out different roles. It’s a wonderful opportunity! Confidence building, supportive environment - all here to support each other. Seven sessions followed by a Showcase session to which teachers, parents or guardians and friends can be invited. By which will have fine-tuned speeches.		Co-ord 1 Co-ord 2	7 mins

15:17	Demo speech	Explain demo speech, speech structure and that Co-ord 2 will evaluate. Deliver speech.		Co-ord 1	3 mins
15:20	Demo evaluation	Explain basis of evaluation ie C-R-C. Demonstrate CRC clearly during evaluation plus ahs/erms. Suggest students listen carefully as next session will have group evaluations, then eventually, individual eval & feedback forms. Evaluate speech.		Co-ord 2	3 mins
15:23	Evaluation of students' current spkg abilities	Opportunity to discover current speaking skills then will have further opportunity later in programme to review progress. Provide examples of areas for improvement. Provide handout for completion and passing to Co-ordinators. Stress confidentiality.	Handout – Evaluation of current speaking skills	Co-ord 1	5 mins
15:28	Chairmanship Principles	What a good meeting looks and sounds like. President: setting the tone, keeping to time, welcoming speakers, leading applause, links between speakers, importance of using listening skills. Explain President role covers first three sessions.		Co-ord 2	4 mins
15:32	Election of President/TM	Explain rules. Election for President. Invite volunteers for role. If one, ask for proposer and seconder. If two, then put to vote.	Slips for voting	Co-ord 1	5 mins
15:37	Session 2 Assignments	Assignments (5 Speakers + 2 reserve). Icebreaker speech ie anything about themselves or – favourite subject, pet, holiday, people who have influenced you, what want to do when get older, topics feel strong about. Stress importance of: prep/rehearsing, keeping to time (up to 3 mins). Use of notes allowed. Remember to give the speech a title.		Co-ord 2	4 mins

15:41	Speech structure	<p>Opening: captures audience, then leads into speech topic. Provide example.</p> <p>Body – power of 3 and for each a statement of fact, followed by supporting material.</p> <p>Conclusion – a review/summary/call to action/memorable statement.</p>	Hand out speech structure and template doc	Co-ord 1	4 mins
15:45	Plans for next meeting and other roles	<p>Students will run next mtg.</p> <p>Explain other roles - which change <i>each session</i>. Quotemaster, Grammarian (plus a Word of the Day), Ah/erm Counter. Timer. Scripts/instructions will be provided. Examples on table on the way out. Volunteers please.</p>		Co-ord 2	6 mins
15:51	Recap and any questions	<p>Important points from today:</p> <p>Reinforce R-S-T – Respect – Support – Trust – all so important Agenda will be sent out by asap and we will provide copies at each meeting. Feedback on speeches will be given verbally on the day and in writing, so please look out for the email! A reminder of what each role entails will also be emailed to you. Any concerns please let us know!</p> <p>Any Questions?</p>		Co-ord 1	2 mins
15:53	Close	<p>Students to collect:</p> <ul style="list-style-type: none"> • Handouts to help with structuring a speech • Role scripts 		Co-ord 2	