

## D71 UK Youth Leadership Program

### What to take checklist and Tips

#### Materials for workshops - take:

- Small TI banner if possible
- TI YLP Co-ordinator Guide and Student workbooks (if not available use Word version)
- Session Plan for first workshop and agendas for distribution at subsequent workshops
- Blue Tack and blank A4 paper for word of the day (WoTD)
- Pre-planned WoTD just in case responsible student forgets
- Provide name labels for students – normally written up by one of the co-ordinators
- Excel spreadsheet/register for students to sign in
- Excel planner – to record students' planned speeches, future speeches and roles taken
- Role guidance documents and timer tally sheet
- Stopwatch for timing (or mobile phone), plus coloured cards (green, amber, red)
- Student personal evaluation forms pre and post program
- Slips of paper for voting in president for first half of the program and for second half of the program
- Guidance notes on speech structure and top speech tips
- Feedback/evaluation forms – mini and A4
- Supply of pens, if possible
- Sweets/chocolates at end of each session (optional, but beware of allergies).

#### Formalities:

- 'Fellow Toastmasters and most welcome guests' not adhered to.
- No gavel.
- Shaking of hands not adhered to - due to Covid and any other restrictions.
- Call students by first name
- From the start, and regularly reinforce – R-S-T ie the need for Respect, Support and Trust

#### Example Speech Topics – *from previous programs*

- Favourite subject, pet, holiday, sport, food
- What want to do when get older
- Bullying
- Why I love music
- Why I like a specific country
- Hegarty Maths
- Get up, get active
- Why history is so important

### Table Topics:

- What is your favourite sport/film/book/television programme?
- The Smartphone – good or bad?
- Fast Food or home cooking?
- If I could go anywhere in the world where would it be and why
- What would be the greatest gift I could give someone
- What would be the greatest gift I would like to receive

### Showcase event

- As with the sessions, aim to plan date well ahead of time, taking into consideration school holidays and exams. The school will arrange for parents, teachers and friends to attend if they are able, plus in some cases a local dignitary to present the certificates.
- Prepare certificates. If not able to use TI shop then end of program certificates will need to be produced by the co-ordinating team. There is a pdf version available.
- Should a student not feel comfortable delivering a speech at the event then consider suggesting they take on the role of Toastmaster or perhaps they read out from a script explaining 'what we have learned during this program'.

### General Note:

- Maintain a regular dialogue with your school contact, to discuss progress and problems that might arise.
- Session momentum can be lost due to school holidays and exams.
- Be prepared for:
  - one or two absences or even drop out
  - students forgetting to bring in their speeches, or even improve on them each week.
  - a lot of chat in the early stages, and the challenge of encouraging the students to settle down and concentrate.