



Women of Influence Toastmasters Club

Chartered December 11, 2020

Club #7834799



President

Dr. Catherine Wiberg

VP Education

Angie Furubotten-LaRosee

VP Membership

Open

VP Public Relations

Machelle Bates

Secretary

Leslee Bachus

Treasurer

Terri Fischer

Sergeant at Arms

Linda Moore

We meet via Zoom
every Wednesday
afternoon from 12:00
to 12:45 PM, Pacific
Time

<https://us06web.zoom.us/j/2466422468?pwd=Z25jaFhLMzkxTIY3MzBNd2xlYUxvZz09>

Meeting ID: 246 642 2468

Passcode: WOI

Toastmasters International

www.toastmasters.org

Club Mission Statement:

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Welcome Guest,

Thank you for attending this meeting of our Women of Influence Toastmasters Club! We value your time and effort and appreciate having you with us.

We are part of the worldwide Toastmasters organization. We meet weekly to improve our communication and leadership skills. Our primary goal is to help each other become better speakers and leaders. We hope this meeting gives you a good idea of what we are about. Our club makes each meeting productive, interesting, and fun through a friendly, nurturing, and supportive environment.

You are welcome to share the enclosed information with your family, coworkers, or friends. Feel free to approach any of our members to ask questions you may have about our meetings or about Toastmasters in general. We welcome your comments and suggestions about how our club can support you.

A membership application is enclosed as part of this email. Dues are a one-time new member fee of \$20 + state tax, \$60 twice yearly to Toastmasters International and \$10 twice yearly to our Women of Influence club. Cash, checks, and credit cards are accepted. To process your application and payment, and for assistance with pro-rated dues, please contact our Club President, Dr. Catherine Wiberg, at catherine.wiberg@gmail.com or 801-336-8806.

Thank you again for taking time from your schedule to attend this meeting and we hope to see you again soon. Of course, you may attend more meetings as a guest, and you are always encouraged to bring a friend.

Sincerely,
Women of Influence Toastmasters Club
Executive Team

The Benefits of Toastmasters Membership

Build a Better You

Are you looking for a fun way to improve your communication and build skills to help in your career? Toastmasters allows you to engage with people who share similar interests to you in a supportive and comfortable setting. Here's just a few of the many benefits you'll see as a Toastmaster.



Improve your public speaking skills



Build leadership skills



Gain self-confidence and self-awareness



Work on networking in a small and supportive environment



Practice writing speeches and presenting in a group setting



Receive regular and constructive feedback from peers with similar interests as you



Gain a competitive advantage in the workplace



Access to the Pathways learning experience, which is an education program that allows you to leverage over 300 practical workplace skills, including:

- » Interview preparation
- » Online meeting management
- » Leadership development
- » Project management
- » Conflict resolution



Enjoy unlimited personal growth

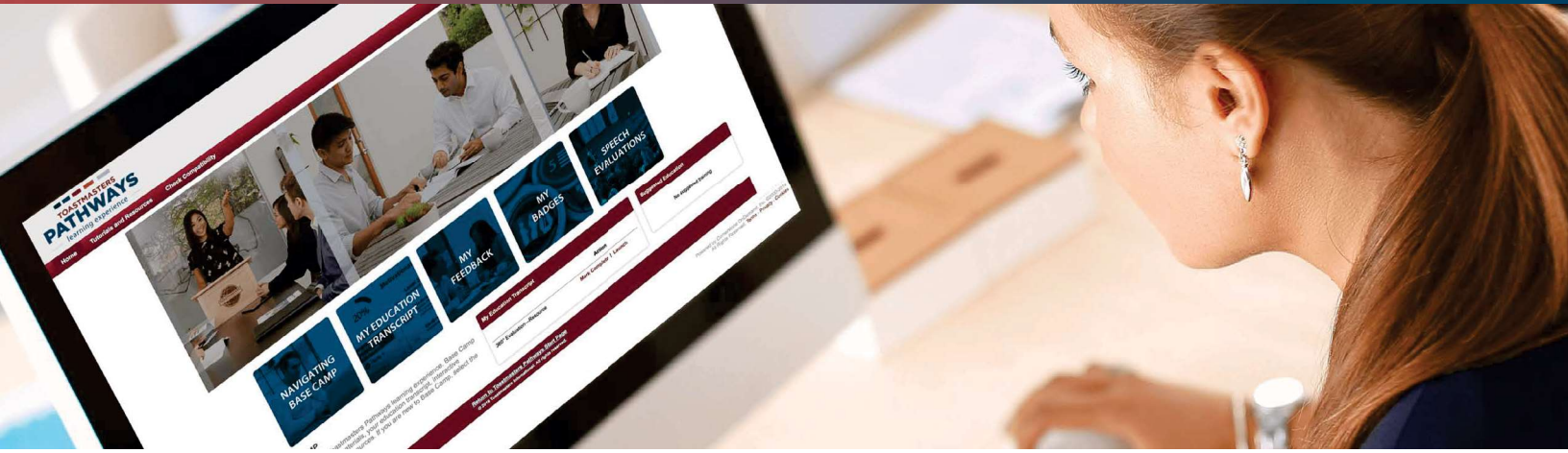


Maximize your potential

Toastmasters International is a non-profit educational organization that teaches public speaking and leadership skills through a worldwide network of clubs. The organization's membership exceeds 364,000 in more than 16,200 clubs across 145 countries. Members pay international dues of \$45 USD every six months, plus a new member fee of \$20 USD. With Toastmasters, the learning never stops. To learn more, visit www.toastmasters.org/About-Us.



Navigating Pathways



Reach your personal and professional goals through Pathways, Toastmasters' education program. Build the real-world skills you're looking for with a user-friendly online learning experience you can customize to fit your needs.

Five Core Competencies

Public Speaking

Interpersonal Communication

Strategic Leadership

Management

Confidence

There are more than 300 unique sub-competencies in Pathways that build on the five above.

11 Specialized Learning Paths

After taking an online assessment, you will be guided to the ideal path, based on your current goals. There are at least 14 projects in each path.



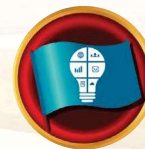
Dynamic Leadership



Effective Coaching



Engaging Humor



Innovative Planning



Leadership Development



Motivational Strategies



Persuasive Influence



Presentation Mastery



Strategic Relationships



Team Collaboration



Visionary Communication

Want to hear what members are saying? See back for testimonials.

www.toastmasters.org/Pathways

What members like most about Pathways:

UTILIZES TECHNOLOGY
SKILL-SHARPENING ASPECT SELF-ASSESSMENT OPPORTUNITY
EXTRA RESOURCES VARIETY OF PATHS PERSONALIZATION
CURRICULUM FLEXIBILITY ONLINE FEATURE
ONE-STOP SHOP FOR ADVANCEMENT ANY-TIME ACCESSIBILITY
INDIVIDUALIZED PATHS ADDITIONAL LEARNING TOPICS

How people are using Pathways:



Through Presentation Mastery, Cate was inspired to create short stories to get her community messages across in an interesting and memorable way.

“What we do is very technical, very complicated and for most people, very boring; I would often see them glaze over when I was talking...I’m so grateful for Pathways.”

—Cate Arnold
City Councilor
Beaverton, Oregon



After completing the Strategic Relationships path, James is much more comfortable in groups—talking to people, shaking hands and connecting.

“I needed to face this fear to try and connect better with people...it has really been a transformation.”

—James Wantz
CAD Draftsman
Willamette Mfg. & Supply Co., Inc.



When given the challenge and opportunity to move from India to the U.S., Kaushik looked to Pathways to create a bigger impact amongst native English speakers and to run work groups in a new environment.

“Pathways offered me the opportunity to continue learning and stay hungry.”

—Kaushik Balasubramanian
Technical Lead
Intel Corporation



Adrian used Pathways to enhance her career.

“The training has made me more focused and disciplined at work and improved my interaction with colleagues.”

—Adrian Jefferson Chofor
Marketing Operations Consultant
Kaiser Permanente

How will Pathways transform you?

Enroll today and start your journey! www.toastmasters/Pathways



A TOASTMASTER'S PROMISE

*As a member of Toastmasters International and my club,
I promise...*

- **To attend club meetings regularly**
- **To prepare all of my projects to the best of my ability, basing them on the Toastmasters education program**
- **To prepare for and fulfill meeting assignments**
- **To provide fellow members with helpful, constructive evaluations**
- **To help the club maintain the positive, friendly environment necessary for all members to learn and grow**
- **To serve my club as an officer when called upon to do so**
- **To treat my fellow club members and our guests with respect and courtesy**
- **To bring guests to club meetings so they can see the benefits Toastmasters membership offers**
- **To adhere to the guidelines and rules for all Toastmasters education and recognition programs**
- **To act within Toastmasters' core values of integrity, respect, service and excellence during the conduct of all Toastmasters activities**

5 Steps to Impact!

Powerful Speech Writing Quick and Easy

By Craig Senior, CTM

Many people struggle with speech structure. Writing their speeches is painful. Often their ideas bear little resemblance to their original intent. They sound confusing as they drift from muddled idea to muddled idea. The audience tunes out and the speech fails to communicate.

You can make your presentations simple, memorable and valuable if you use the "5 Steps to Impact" process with, you guessed it, five steps. If you clearly identify your (1)Thesis (main idea), identify the (2)Body Headings, fill in the Body Details, write the (3) Introduction and (4)Conclusion, and give the speech a simple, catchy (5)Title, you will consistently deliver simple, powerful presentations that provide value and impact to your audiences.

#1 Thesis (Main Idea)

The first step is to write one sentence that presents the thesis (outcome, premise, or main idea) of your speech. What is the one idea you want the audience to take home with them? What one sentence expresses the action you want the audience to take when they leave the room? If they tuned out and ignored everything else what one idea do you want them to hear and remember? The thesis for the article you are now reading is, You can make your presentations simple, easy to follow and have greater impact if you follow a 5-step process called, "5 Steps to Impact"

The thesis is driven not only by your idea but also your audience's interest in that idea. For example, a speech on how to address the problems with our educational system would differ dramatically when given to a group of students than when given to the school board and different again if to a group of parents. Always tailor your thesis to the audience's interests.

#2 The Body - Headings

With the thesis clearly identified, build a structure for its delivery. Start by writing points, or headings, related to the thesis. These ideas should add to the thesis, not conflict with it. They should support it, not let it down. They should relate to the thesis and not meander in different directions.

Organize these headings in a sequence such as problem-cause-solution, past-present-future, step-by-step, they-me-you, far-closer-near. There are many sequences. Pick the one that makes sense for your thesis.

You will find it far easier to think about, and sort, a few words as headings than many words as speech details. Details without structure will tend to meander, visibly lacking purpose. Details with structure will have impact.

The Body - Details

With your headings in place, next write the body details. With a clear thesis and useful headings, writing the details is relatively straight forward, almost like filling in the blanks. Within a body section below each heading, you can use different structures. A basic structure works well for most speeches:

- Give the premise of the section
- Substantiate or support the premise with examples, stories, statistics, etc.
- Tie-in the section premise to the speech thesis
- Transition to the next point.
- Draw on your past experiences, research, or collection of stories to support the thesis.

Transition between each point to provide continuity. For example, the words, "With your headings in place," transitioned us into "writing body details", above.

This structure doesn't hold well for storytelling, where the whole speech is one story and the main idea may remain unclear until the end.

Sometimes, you will save the thesis until after the story such as when telling a story with a moral. The challenge is to ensure the audience stays with you throughout the story.

#3 Introduction and Conclusion

Once the body details are written, package the material between the Introduction and Conclusion

The Introduction supports the thesis in that it warms up the audience to you, presents the thesis, and tells the audience where you are taking them. The Introduction should:

- insight curiosity and audience interest
- clearly introduce your thesis, and
- paint a road map for the audience to follow. Avoid triteness while doing it.

Some say you should write the conclusion first because its what the audience remembers. I agree it's what the audience remembers but I disagree with writing it first. What they really mean is write the one idea you want the audience to take home with them. That sounds a lot like the thesis, doesn't it?

The Conclusion supports the thesis in that it drives it home and packages the speech to make it memorable. The Conclusion should

- Wrap up the entire presentation
- Repaint the road map to confirm what you covered
- Reinforce the thesis by restating it in different words.
- Encourage or inspire the audience. give the audience an action

By writing the Introduction and Conclusion after writing the thesis and body, you will ensure a well-packaged speech product.

#4 Title

The title may occur to you at anytime while writing your speech and it may change several times before you settle on one. Make it short, creative and catchy, inciting audience curiosity. It should point to the thesis without giving it away. Consider a subtitle. I could have called this speech "5 Steps to Impact - Powerful Speech Writing Made Quick and Easy". Try to sprinkle the title throughout your speech no more than once in the introduction, once in the conclusion and once during each body section unless using it in a play on words where the repetition is humorous.

#5 Conclusion

Writing speeches with impact is simple, quick and easy (okay, easier) if you use a procedure, a repeatable method. The 5-Steps to Impact process will help you to add impact to your speeches and to write them more quickly. On a couple of occasions, I was called upon to deliver a 5-7 minute speech with 15 minutes notice. I wrote a thesis statement and the headings then ad-libbed the introduction and conclusion from those notes. Obviously, more preparation is preferred but we are often called upon to "say a few words" on short notice. This technique will help you do that more successfully.

If you identify your Thesis, identify the Body Headings, fill in the Body Details, write the Introduction and Conclusion, and give the speech a Title, you will have mastered a technique many struggle with for years. You will achieve the 5 Steps to Impact!