

To whom it may concern,

Greetings from Toastmasters International! Your company's success depends in large part on how well your employees communicate – with each other as well as with customers. The effects of a poorly run meeting or an ineffective sales presentation are lasting and expensive.

How well do your employees convey their expertise to potential customers? Can they lead meetings efficiently? Can they offer constructive feedback and diplomatically deal with a wide range of people?

Good communicators tend to be good leaders, and chances are your company needs employees with leadership potential. This is where a Toastmasters group can help. Think of it as an onsite training class for busy professionals – a communication makeover if you will – where employees meet once a week to practice communication in a supportive setting with their co-workers. The cost is minimal and the benefits long-lasting.

Toastmasters training will teach your employees to:

- Give better sales presentations
- Organize teams
- Effectively present ideas
- Listen better
- Hone their management skills
- Offer constructive criticism
- Conduct meetings
- Develop their leadership potential

Since 1924, Toastmasters International has helped millions of men and women become more confident in front of an audience. Our international network and our learn-by-doing program are sure to help your employees become better speakers and leaders.

The effectiveness of Toastmasters' educational program is evidenced by the over 5,000 organizations that sponsor in-house Toastmasters groups as communication and leadership training for employees. For a list of the companies that currently sponsor in-house Toastmasters groups, take a look at our website:

www.toastmasters.org/corporatesponsors

Take the first step. Forming a Toastmasters group at your company is easy and inexpensive. Ask how you and your company can become involved.

Visit www.toastmasters.org for more information.

Features, Benefits and Values

TOASTMASTERS
INTERNATIONAL®

Features	Benefits	Value to the Individual	Value to the Organization
<ul style="list-style-type: none"> ▪ A self-paced program 	<ul style="list-style-type: none"> ▪ Flexibility 	<ul style="list-style-type: none"> ▪ Unlimited personal growth 	<ul style="list-style-type: none"> ▪ Employee goal achievement
<ul style="list-style-type: none"> ▪ Speech writing and presenting 	<ul style="list-style-type: none"> ▪ Critical thinking ▪ Effective presentation delivery 	<ul style="list-style-type: none"> ▪ Clear communication ▪ Confidence 	<ul style="list-style-type: none"> ▪ Effective employee communication ▪ Better leaders
<ul style="list-style-type: none"> ▪ Weekly interactive meetings 	<ul style="list-style-type: none"> ▪ Ongoing experience ▪ Overcoming fears 	<ul style="list-style-type: none"> ▪ Skill reinforcement 	<ul style="list-style-type: none"> ▪ Improved morale ▪ Enhanced performance
<ul style="list-style-type: none"> ▪ Table Topics 	<ul style="list-style-type: none"> ▪ Thinking quickly 	<ul style="list-style-type: none"> ▪ Self-confidence 	<ul style="list-style-type: none"> ▪ Better customer communication
<ul style="list-style-type: none"> ▪ Evaluations 	<ul style="list-style-type: none"> ▪ Keen listening skills ▪ Constructive feedback 	<ul style="list-style-type: none"> ▪ Increased self-awareness ▪ Positive mentoring 	<ul style="list-style-type: none"> ▪ More productive teams
<ul style="list-style-type: none"> ▪ Participation in meeting roles 	<ul style="list-style-type: none"> ▪ Ease in front of a group 	<ul style="list-style-type: none"> ▪ Improved leadership skills 	<ul style="list-style-type: none"> ▪ Effective meetings
<ul style="list-style-type: none"> ▪ Opportunity to conduct meetings 	<ul style="list-style-type: none"> ▪ Time management skills ▪ Self-confidence and poise 	<ul style="list-style-type: none"> ▪ Effectively lead meetings 	<ul style="list-style-type: none"> ▪ Increased productivity
<ul style="list-style-type: none"> ▪ Small groups 	<ul style="list-style-type: none"> ▪ A supportive environment ▪ A positive atmosphere 	<ul style="list-style-type: none"> ▪ Relationship building 	<ul style="list-style-type: none"> ▪ Better teamwork ▪ Improved retention
<ul style="list-style-type: none"> ▪ Opportunity to fulfill officer roles 	<ul style="list-style-type: none"> ▪ Leadership development opportunities 	<ul style="list-style-type: none"> ▪ Leadership growth ▪ Career advancement 	<ul style="list-style-type: none"> ▪ Better leaders
<ul style="list-style-type: none"> ▪ Affordable dues 	<ul style="list-style-type: none"> ▪ Cost effectiveness 	<ul style="list-style-type: none"> ▪ Positive return on investment 	<ul style="list-style-type: none"> ▪ Positive return on investment