



WHERE LEADERS ARE MADE

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Congratulations on being selected as a District 55 Trainer!

This is a great opportunity to share your expertise and provide the best experience for our club officers. Our trainers are important because they set up our club officers for success and provide a strong environment for our officer trainings.

To better support our trainers, we have consolidated a list of training best practices. These best practices are shared from other districts within Toastmasters International and within our own District 55. This will give you a great baseline in providing an excellent and engaging training. You can review the best practices below:

1. Serve at least one year in the role you're training. There is more confidence in demonstrating the role to others.
2. Avoid "lecturing" trainees and instead facilitate discussion among the group. Encourage everyone to participate and maintain positive group dynamics. Acknowledge and reassure those that share a lot, and create more space for those that have not had a chance to share more.
3. Speak less than 50% of the time and encourage attendees to participate up to 50% of the time.
4. Cover the officer duties listed in the Toastmasters International Club Leadership Handbook. The officers and attendees should be aware of this handbook.
5. Be open to learning more about the officer role from others and promote creativity and innovation where possible. Encourage officers to share positive ideas with each other.
6. Emphasize transferable skills of this club officer role, helping trainees understand the relevance of this position outside of Toastmasters.
7. Use and encourage specific case studies rather than abstract concepts to help trainees solve issues in their own clubs (group activities or games are very engaging and highly recommended).
8. Optimize as much of the training time as possible, opening up the conversation to general club questions and how to support other officers.
9. End on time and encourage participants to fill out an evaluation form based off these best practices, to become a more effective trainer in the future.
10. Encourage officers to exchange contact information with each other if appropriate, so they can connect and become a great resource for each other outside of training.