Youth Leadership Guide

Let us know about your District 37 Youth Leadership Activities…..Material Assistance Is Available!
Youth Leadership Program

Think of the successful leaders you know.

They probably have one trait in common – the ability to communicate effectively.

Kids need the Youth Leadership program so they can grow to meet the challenges of adulthood and leadership successfully. Sponsored and conducted by Toastmasters International and its local clubs, Youth Leadership helps young people build their communication and leadership skills so they may become tomorrow's leaders in business, industry and the community.

Purpose of the Program

Every young person has the potential to become a good communicator and leader, but this potential needs to be developed. The program's unique eight-session, workshop-style design enables participants to develop this potential through practical experience.

The program is not in competition with school programs or courses, or other established youth projects. Instead, it's a supplement to these programs, providing emphasis on specialized speaking and leadership skills, and individual needs. Participants learn to:

- Overcome nervousness when speaking before an audience.
- Organize and present ideas logically and convincingly.
- Listen carefully to others' ideas.
- Offer advice to help others improve their speaking and leadership skills.
- Participate in - and even lead - group discussion or meetings.

Participants increase their self-confidence as they learn. They also make new friends and have fun. Toastmasters is an enjoyable learning experience!

The Participants

Each Youth Leadership program group is limited to 15 to 20 people, with a maximum of 25. That way, each person receives individual attention and has the opportunity to get practical experience. Participants for the program are selected by the sponsoring Toastmasters club or by a cooperating organization (such as their school). The program is not an award to honor those who already have become leaders. It’s designed for the much larger group who are still working on communication skills. Participants are selected for what they can become, not for what they already have done. Often teenagers want the course as a supplement to their high school education, or to prepare for college.

The Sponsors

A local Toastmasters club serves as sponsor and provides the experienced leaders needed to present the program. These adults are patient and understanding; they remember their own struggles with youthful issues and work well with kids as a result.
The adult with overall responsibility for the program is the coordinator. He or she works closely with any cooperating organization and attends each meeting, conducting most of the training and counseling participants. The coordinator has an assistant who conducts discussions and substitutes for the coordinator, should he or she be unable to attend a meeting.

**How it Works**
The program is presented in eight sessions during or after school, or on weekends. Each session usually lasts one to two hours. Activities taking place in the sessions include the following:

- Evaluation of present speaking ability
- Discussion of chairmanship principles
- Presentation of speeches
- Impromptu talks
- Group evaluation
- Discussion of speech organization
- Discussion and practice in listening
- Discussion of gestures in speaking
- Discussion of voice and vocabulary
- Exercise in chairmanship

There is usually no cost to participants for tuition or materials. The materials used in the program are produced by Toastmasters International and are provided by the sponsoring Toastmasters club, which orders them from Toastmasters World Headquarters for a small fee.

Generally, meetings follow a format similar to that of a Toastmasters club meeting. There is an announced agenda and participants learn and practice parliamentary procedure during each meeting. Lecturing is minimal, but discussion is held during each session. Participants, working from a handbook, select officers who preside over the meetings. The remaining class members are assigned other duties on a rotating basis, so everyone is actively involved. Participants also deliver short impromptu and prepared speeches. In every meeting, participants learn to apply the principles of listening, thinking and speaking.

**Source:** [http://www.toastmasters.org/InterpersonalCommunication.aspx](http://www.toastmasters.org/InterpersonalCommunication.aspx)

**Interpersonal Communication**

Give Today’s Youth the Gift of Toastmasters!

Teenagers are often more comfortable communicating electronically than speaking face to face. Yet many events in teenagers’ lives require interpersonal communication skills to be resolved successfully. Now, more than ever, they need guidance in developing their communication skills.

Toastmasters International has created a new program to help teens build effective listening, expression and communication skills. The Toastmasters youth communication program, designed especially for high school
students, offers a safe, engaging environment in which teens can help each other learn and practice these valuable communication skills. Unlike the existing Youth Leadership program, which will continue to function in its current form, youth communication can be presented by anyone in the community. The program contains an entirely new set of materials designed to be used by teachers, youth program administrators, guidance counselors, church leaders and other adult community members who mentor young people. The program was beta tested by educators around the world, as well as Toastmasters members and non-members alike.

Youth communication materials can be adapted to any classroom or youth program curriculum, and team leaders can choose exactly which materials they want to use with a particular group. The materials are designed to be modular and flexible: Team leaders can choose to present all the lessons or just parts of each module. Team leaders can modify any of the activities in the module or even create their own. Each module offers a wide variety of activities and can be adapted to almost any subject area.

The first module, Interpersonal Communication, made its Toastmasters International debut this month. Interpersonal Communication has two components: the Team Member Manual and the Team Leader Manual. The Team Member Manual is given to the youth participants. It contains short assignments and other materials to supplement group activities, but it is not intended to be used as a workbook. The Team Leader Manual includes the entire text of the Team Member Manual, along with notes for the teacher that explain activities and offer suggestions for leading discussions.

Interpersonal Communication will help teenagers build a foundation for strong communication skills that they will use for the rest of their lives. Through this module, teens will be able to determine their own personal communication styles and learn how to effectively deal with other communication styles. They will also learn how to become active listeners who are more capable of expressing themselves and understanding others. The module includes guidelines for how to engage in healthy debates, use body language to communicate, and structure a successful speech. All these skills are necessary for earning a living in today’s competitive job market, but are also essential for maintaining healthy personal relationships and achieving academic goals in high school and college.

The Toastmasters youth communication program is designed for use by any organization dedicated to improving the lives of teenagers around the world. From serious personal crises to the academic rigors of high school, teenagers are constantly confronted by difficult situations. This module aims to build effective listening, expression and communication skills that will help guide young people through their teenage years and beyond.

Source: http://www.toastmasters.org/Members/MemberExperience/SatellitePrograms/GavelClubs.aspx

Gavel Clubs

Toastmasters education for non-Toastmasters

Gavel clubs are a way of providing Toastmasters’ self-improvement methods and materials to people who may be ineligible for regular membership due to age, inability to pay dues or other circumstances. Gavel clubs provide Toastmasters members and clubs with an excellent opportunity for community service. They can be found in high schools,
colleges, rehabilitation institutions, hospitals and elsewhere.

**How Do Gavel Clubs Operate?**
In many ways, Gavel clubs operate in the same way ordinary Toastmasters clubs do. They have the same club officer titles, use the same communication track manuals and follow similar club meeting protocols. Gavel club members are not, however, referred to as Toastmasters; they are called “Gaveliers.”

Gavel clubs differ in that they have limited access to the leadership track awards and materials, cannot participate in Toastmasters area and district speech contests and do not enjoy many of the privileges and benefits that come with full membership in Toastmasters.

**How to Form a Gavel Club**
To form a Gavel club, your group must meet all of the criteria listed below.

Gavel Clubs:

- must not be composed of employed adults;
- must not be eligible to charter as a regular Toastmasters club;
- may include members who are under 18;
- must have the approval or endorsement of its host institution;
- must use the program, methods, procedures, materials and services of Toastmasters International, whenever possible; and
- must apply to Toastmasters International for a Certificate of Affiliation.

Gavel Club Order Form: [http://www.toastmasters.org/gavelcluborderform](http://www.toastmasters.org/gavelcluborderform)

Gavel Club Officer Form: [http://www.toastmasters.org/GavelClubOfficer.aspx](http://www.toastmasters.org/GavelClubOfficer.aspx)

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**Links to Know**

**Youth Leadership Materials Available**

[http://www.toastmasters.org/MainMenuCategories/Shop/ManualsBooksVideosCDs_1/ProgramsModules/CommunityServicePrograms/YouthLeadershipProgram.aspx](http://www.toastmasters.org/MainMenuCategories/Shop/ManualsBooksVideosCDs_1/ProgramsModules/CommunityServicePrograms/YouthLeadershipProgram.aspx)

**Gavel Club Materials Available:**

[http://www.toastmasters.org/MainMenuCategories/Shop/ManualsBooksVideosCDs_1/ProgramsModules/CommunityServicePrograms/GavelClubSupplies.aspx](http://www.toastmasters.org/MainMenuCategories/Shop/ManualsBooksVideosCDs_1/ProgramsModules/CommunityServicePrograms/GavelClubSupplies.aspx)
Teaching Presentation Skills to Kids

- Julie Bawden Davis

Toastmasters' Youth Leadership program is popular – and it works.

By Julie Bawden Davis

Caption: The Kilpatrick sisters speak before an audience of 14,000 at the 2006 Environmental Science Research Institute's International Convention in San Diego, California.

Thirteen-year-old Shelby Kilpatrick and her 10-year-old twin sisters, Lauren and Kaitlyn, were only a “little nervous” the day they spoke for an audience of 14,000 at the 2006 Environmental Science Research Institute’s international conference in San Diego, California.

“Once we started talking, everything was fine,” says Shelby. Their speech discussed the trio’s 4-H project in which they used a GPS system to create a trail map for the Texas Department of Parks and Wildlife. Ask the girls how they remained calm and capably spoke in front of all those people, and they gladly credit Toastmasters.

Thanks to an eight-week Youth Leadership program sponsored by the Denton Toastmasters club in Denton, Texas, the Kilpatrick sisters received extensive training on presentation skills and leadership.

“The classes were really fun,” says Shelby, who speaks often during her 4-H work. [4-H is a youth organization sponsored by the U.S. Department of Agriculture.] “My sisters and I learned to be calm and to present our information so that people understand it. Now I really like giving speeches. It makes me feel important to get up there and talk about things that people enjoy hearing. I also learn a lot when I put together my speeches.”

Shelby’s mom, Susan Kilpatrick, saw a great deal of change in Shelby and her sisters after the Toastmasters training.

“They’re pretty much fearless today,” says Susan. “Learning to speak in public built their communication skills and confidence and enabled them to develop charisma and capture attention. They volunteer all the time for tasks that require leadership roles and easily work with groups, organizing other children and communicating what needs to be done.”

Creating outgoing, well-organized, motivated children is the goal of Distinguished Toastmaster Ron Clark. The 30-year member is president of the TV Toastmasters club in Dallas, Texas, and began the Youth Leadership training in 2004.

“We’ve seen the training program really take off,” says Clark, who is also secretary for the Texas Jump$tart
Coalition, which seeks to improve the financial literacy of young adults. “My first Youth Leadership class in 2004 consisted of nine students,” he says. “Now I get calls all of the time. I’m currently scheduled to do several workshops for home schoolers, high schoolers, middle schoolers and elementary students.”

"Before the [Youth] Leadership classes, we never did any kind of speaking, and now we speak all of the time," Kaitlyn says. "It's easy once you know how."

Designed to develop speaking and leadership skills for adolescents and teens, Toastmasters’ eight-week Youth Leadership program is similar to a regular Toastmasters meeting. Classes last about two hours, and the students run the meeting while the coordinator provides training and guidance. The informal course focuses on teaching students communication and leadership skills. They learn to overcome nervousness when speaking in front of groups, to organize and present ideas logically and convincingly, to listen carefully to the ideas of other students, and offer helpful advice.

“Kids absolutely love the training,” says Clark, who feels that speech training also teaches children skills critical to a successful life that they often don’t learn in school.

“Children learn hard skills like math and science in school, but speech training teaches them important soft skills such as leadership, creativity, persuasiveness and organization,” says Clark, pointing out that mastering these talents in Toastmasters made him successful in his career as an engineer.

Parents and Toastmasters teaching the Youth Leadership program say kids benefit by learning speaking skills at a young age. “The sooner you teach children about public speaking, the better,” says Susan Kilpatrick. “If you catch kids before they have that fear of speaking in front of people, they’ll probably miss that hurdle altogether and go on to be great communicators and leaders.”

Abe Birnbaum, DTM, a member of the Denton Toastmasters club, has assisted Clark with Youth Leadership training and agrees with the importance of teaching children presentation skills as early as possible. “Kids take to speaking readily because they haven’t learned to be embarrassed yet,” says Birnbaum. “This sort of training is one of the best benefits you can give them and it will stay with them for the rest of their lives.”

Thanks to the leadership and speech training classes, 10-year-old Lauren Kilpatrick feels she can speak in front of anyone now. “The classes helped me do things that I thought I couldn’t do. Now I’m not afraid to speak, and I can talk about anything at any time. I was a princess in a personality contest recently and they interviewed me, and I just got up there and said something, and it was okay.”

Lauren’s twin sister, Kaitlyn, agrees. “Before the leadership classes, we never did any kind of speaking, and now we speak all the time,” she says. “It’s easy once you know how.”

Their older sister Shelby found Table Topics to be especially helpful. “I’m able to think on my feet now, and I can put together a speech really quickly,” she says. “I recently did a speech for the Denton County Livestock Association Youth Fair on honeybees. I wrote the speech and gave it the same day. I talked about some general information about honeybees, including how they live and the different products that they create like honey and royal jelly. The speech was judged, and I got third place.”

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Perhaps one of the best aspects of teaching children about speaking is “knowing that we’re equipping the future leaders of our country,” says Clark. “These children are our next generation, and this type of training is important for them and our future,” he says. And although Clark isn’t running the leadership training programs specifically to increase Toastmasters membership, he notes that many of the students are likely to become members once they are 18.

**Tips for Teaching Youth Leadership**

Of all his accomplishments as a Toastmaster, Ron Clark says he gets much satisfaction teaching speaking skills to youngsters. “Perhaps the best part of showing children how to speak is the look of exhilaration on their faces when they succeed,” he says. “They’re so excited when they realize that they did it all by themselves.” Here he offers tips for successfully educating young people about presentation skills:

- **Do your homework.** “Carefully read the coordinator’s manual and take advantage of the resources offered by Toastmasters,” says Clark. “There are districts all over the world that have so much valuable material to share; learn from their experiences.”

- **Be expressive.** Kids like to see animation and a lively performance. “When I do a speech on gestures, I make a big display,” says Clark. “I’ll fool with the keys in my pocket and adjust my glasses and make a lot of noise with change. I also emphasize being purposeful with your gestures; kids love that.”

- **Encourage children to give as many speeches as they want.** “Initially, many kids are a little shy, but once they start speaking, they often don’t want to stop,” says Clark. “Have as many children as possible speak at each session.”

- **Limit participants.** Clark likes to keep his class size to no more than 25 students so that he can cover all the important topics and give everyone a chance to speak.

- **Minimize handouts and topics covered.** Kids can only soak up so much information in each session. Don’t pile a bunch of paperwork on them, which can be overwhelming. Instead focus on one topic, such as gestures, speech openings or giving evaluations.

- **Enjoy yourself.** Have fun with the kids and they’ll have fun, too, says Clark. “Relax, get a little silly, and use plenty of humor.”

Julie Bawden Davis is a freelance writer based in Southern California. Reach her at Julie@JulieBawdenDavis.com.

**Editor’s Note:** To conduct a Youth Leadership program, order the Youth Leadership Educational Packet (Item 811; $15 for material for five students). This program is in the process of being revised but is still a valuable and fully functioning program. The new Youth Leadership program will not be ready for some time. Meanwhile, the existing program is available and very popular.
Leadership: Training Teens to Be Toastmasters

Youth Leadership program gives troubled teenagers a voice.

By Carolyn Kellams, ACB

Do you want to make a difference? You can do so by using the skills you’ve learned at Toastmasters to help teenagers become the leaders of tomorrow.

I know, because last summer I participated in the Toastmasters Youth Leadership Program. Rich Aubin and I – who are both members of Tamalpais Toastmasters in San Rafael, California – led the program for Kaiser Permanente. The health care organization includes the Toastmasters project annually as part of its two-month summer internship program for underserved high school students in Northern California.

The Youth Leadership program is one where Toastmasters like you and me can help young people with their public speaking and communication skills. And the impact can be enormous. Becoming a speaker can be a life-changing event for teenagers. For the last 14 years, I have trained more than 400 young people who are teenage parents. I helped them to speak out on the importance of preventing teen pregnancy.

These young moms and dads have shared their stories about the challenges of being a teen parent with 500,000 middle school and high school students. Many of the teen-parent speakers gained the confidence to turn their lives around.

That rewarding experience was repeated when I participated in the Toastmasters program last summer. The students in the Kaiser Permanente program – called KP L.A.U.N.C.H. – had been placed in internships to get them acquainted with various careers in the health care field. The Toastmasters sessions lasted one hour each week – for eight weeks.

The Kaiser Permanente coordinators and Toastmasters leaders were amazed by how much the teens’ confidence and communication skills had been boosted with just those eight sessions.

Here are some reasons for the dramatic improvement:

Teens Felt Heard
Teens are often talked to, talked about and marketed to, but how often are they listened to? By being speakers, it gave them an audience. All the adults were surprised at the personal, and often scary stories the teenagers shared. In my group, one teen talked about suicide, another told of witnessing a drug deal gone wrong – with gun shots fired – and yet another discussed being pressured into having sex in eighth grade.
Being a speaker gave these teens a voice, an ability to share their opinions and capture their emotions. The Toastmasters leaders – and the Youth Leadership program participants – realized that the teens were solving problems for themselves as they spoke. By sharing their lives and challenges, the teens were able to move forward instead of remaining the victim they were describing in their stories.

Self-Confidence
To be able to give a speech in front of an audience is a tremendous accomplishment. All of the KP L.A.U.N.C H organizers reported that the teens groaned when first told they would be participating in a Toastmasters program. In the end, however, they loved speaking and were excited about their new ability to express themselves in front of a group.

"Being a speaker gave these teens a voice, an ability to share their opinions and capture their emotions."

The supportive atmosphere and positive feedback provided the nurturing each participant needed in order to take the “speaking in front of an audience” risk. Their self-confidence was visible to all. They were validated and empowered – and they trusted themselves.

One teen told of “arriving from the rice fields in Southeast Asia to a new life in San Jose”; another talked of “how to kill a shark”; and yet another reflected on “how my sister’s suicide changed my life.”

Leadership
To be a leader, a person needs self-confidence, a plan, organized thoughts, and the ability to speak so others will trust and follow. From the various Toastmasters activities, the teens learned such skills:

- Table Topics helped them think on their feet.
- Rotating as Toastmasters officers let them experience leadership responsibilities.
- Evaluating each other helped them develop critical thinking.
- Introducing speakers made them feel important.
- Putting together their speeches helped them develop organizational skills.
- Providing and receiving positive feedback gave them the courage to take risks.

A Crucial Program
As an advocate for teens, I have seen how easy it is to turn them around in a positive way. But they need caring adults to listen to them and to teach them skills they can use now and in the future.

If your company offers a summer internship program for high school students, please consider conducting the Toastmasters Youth Leadership Program.

You’ll earn the kinds of evaluations we did:

- “This was great!”
- “I’m more confident and energetic and ready to get up and speak.”
- “I can organize my thoughts better now.”
- “These skills I can use all my life.”
- “I had no idea speaking was so much fun!”
Carolyn Kellams, ACB, is past president of Tamalpais Toastmasters in San Rafael, California.

Source:
http://www.toastmasters.org/MainMenuCategories/Shop/ManualsBooksVideosCDs_1/ProgramsModules/CommunityServicePrograms/YouthLeadershipProgram.aspx

Youth Programs

- **Interpersonal Communication: Kit**

  **Item:** 701
  Interpersonal Communication can be used by teachers, youth program administrators, guidance counselors, church leaders and other adult community members who mentor teenagers.
  
  **Member Price:** $50.00  **Non-Member Price:** $100.00

- **Interpersonal Communication: Team Leader Manual**

  **Item:** 701A
  Interpersonal Communication Team Leader Manual can be used by teachers, youth program administrators, guidance counselors, church leaders and other adult community members who mentor teenagers.
  
  **Member Price:** $6.00  **Non-Member Price:** $12.00

- **Interpersonal Communication: Team Member Manual**

  **Item:** 701B
  Interpersonal Communication Team Member Manual can be used by teachers, youth program administrators, guidance counselors, church leaders and other adult community members who mentor teenagers.
  
  **Member Price:** $6.00  **Non-Member Price:** $12.00

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Interpersonal Communication: Team Member Manual (pack of 5)

**Item:** 701C
Interpersonal Communication: Team Member Manual can be used by teachers, youth program administrators, guidance counselors, church leaders and other adult community members who mentor teenagers.

**Member Price:** $25.00  **Non-Member Price:** $50.00

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Interpersonal Communication: Team Member Manual (pack of 10)

**Item:** 701D
Interpersonal Communication Team Member Manual can be used by teachers, youth program administrators, guidance counselors, church leaders and other adult community members who mentor teenagers.

**Member Price:** $48.00  **Non-Member Price:** $96.00

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Youth Leadership Information Brochure

**Item:** 801
Explains how to start a Youth Leadership workshop, and the benefits to your club and community.

**Member Price:** $0.15  **Non-Member Price:** $1.00

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Youth Leadership Coordinator's Guide

**Item:** 802
Information for starting a Youth Leadership workshop, sources of students, publicity and outline of course projects.

**Member Price:** $5.00
Available for purchase by Toastmasters members only.
If you are a member, please [login] now.

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Youth Leadership Workbook

Item: 805
Workbook for Youth Leadership participants. Includes information and assignments for each meeting.

Member Price: $2.00   Non-Member Price: $4.00

Youth Leadership Evaluation Guide Forms (set of 50)

Item: 806
Forms for evaluating other participants' speeches.

Member Price: $2.00   Non-Member Price: $4.00

Youth Leadership Coordinator's Certificate

Item: 809
For presentation to a member who organizes and presents a Youth Leadership program.

Member Price: $0.60
Available for purchase by Toastmasters members only.

If you are a member, please login now.

Youth Leadership Completion Certificate

Item: 810
For presentation to students who have completed the Youth Leadership program.

Member Price: $0.60
Available for purchase by Toastmasters members only.

If you are a member, please login now.

Youth Leadership Educational Packet
**Item:** 811
Packet for a Youth Leadership workshop containing materials for 5 students.

**Member Price:** $17.00
Available for purchase by Toastmasters members only.
If you are a member, please login now.