

# PROJECT CHECKLIST

## Mentoring

**Purpose:** The purpose of this project is to apply your mentoring skills to a short-term mentoring assignment.

**Overview:** Work with a protégé to complete a project. Your vice president education will help match you with a fellow Toastmaster who is interested in working with a mentor for a single project. Assist the protégé in setting goals and developing a plan for completing his or her project. Use the forms included in this project to set goals, plan, and give and receive feedback. After your mentorship, deliver a 5- to 7-minute speech at a club meeting about your first experience as a Toastmasters mentor and what you learned from it.

### This project includes:

- Working with a protégé to complete a project
- The Protégé Success Plan resource
- The Mentoring Communication Tracking Log
- The Protégé Self-Assessment
- The Mentor Evaluation resource
- A 5- to 7-minute speech

Below are tasks you will need to complete for this project. Please remember, your project is unique to you. You may alter the following list to incorporate any other tasks necessary for your project.

☐ Speak with your vice president education to find a protégé in your club.

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☐ Schedule an introductory meeting with your protégé.

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☐ Guide your protégé through setting goals for the project he or she has chosen to complete with your support.

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- ☐ Make use of mentoring resources available in project.

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- ☐ Complete the Mentoring Evaluation resource at the end of the identified project term.

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- ☐ Write your speech. Include information about your experience as a mentor and what you gained from the experience.

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- ☐ Rehearse your speech.

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- ☐ After you have completed all components of the assignment, log in to complete the second portion of your self-assessment on the “Assess Your Skills—After” screen.

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#### Additional Notes

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