



# Quality Club Meetings

## Introduction

Club meetings are the premier venue for member achievement in the Toastmasters program, delivering members' opportunity to practice skills and receive feedback. Meetings impact member retention, promote club growth, and are a venue to recognize achievement. The purpose of this session is to foster a shared understanding of what a quality club meeting looks like and assist club officers in developing strategies to deliver great club meetings consistently.

## Overview

First, club officers will discuss the impact of quality meetings. Then, they will define the characteristics of a quality meeting. Finally, they will identify what must be done to consistently deliver quality meetings.

In this session, facilitators discuss the following topics:

- Impact of Quality Meetings on a Club
- What is a Quality Meeting?
- Delivering Quality Meetings

## Objectives

After completing this session, club officers will be able to do the following:

- Identify what a quality club meeting is
- Identify what goes into preparing quality club meetings
- Develop strategies to consistently deliver quality club meetings

By meeting these objectives, club officers will be well equipped to deliver consistently effective and enjoyable club meetings.

## Materials

- PowerPoint
- Participant Workbook PDF

## Time

- 86 minutes

## Facilitated Session

(86 minutes)

In this session, Facilitators deliver the following topics:

- Impact of Quality on Meetings on a Club
- What is a Quality Meeting?
- Delivering Quality Meetings

## Session Sequence

- Introduction (5 minutes)
- Impact of Quality on Meetings (15 Minutes)
  - Title Slide (up to 2 minutes)
  - Whole Room Discussion slides 1-4 (up to 10 minutes)
  - Review slide (up to 3 minutes)
- What is a Quality Meeting? (20 minutes)
  - Title Slide (up to 2 minutes)
  - Breakout Room Activity (up to 15 minutes)
  - Review Slide (up to 3 minutes)
- Delivering Quality Meetings (36 minutes)
  - Title Slide (up to 2 minutes)
  - Present Slide: Categories of Quality (up to 1 minute)
  - Breakout Room Activity (up to 20 minutes)
  - Whole Room Discussion slide (up to 10 minutes)
  - Review Slide (up to 3 minutes)
- Conclusion and Assessment (10 minutes)
  - Conclusion Slide (up to 4 minutes)
  - Assessment Slide (5 minutes)
  - What's Next Slide (up to 1 minute)

## Facilitated Session

(50 minutes)

In this session, Facilitators deliver the following topics:

- Impact of Quality on Meetings on a Club
- What is a Quality Meeting?

## Session Sequence

- Introduction (5 minutes)
- Impact of Quality on Meetings (15 Minutes)
  - Title Slide (up to 2 minutes)
  - Whole Room Discussion slides 1-4 (up to 10 minutes)
  - Review slide (up to 3 minutes)
- What is a Quality Meeting? (20 minutes)
  - Title Slide (up to 2 minutes)
  - Breakout Room Activity (up to 15 minutes)
  - Review Slide (up to 3 minutes)
- Conclusion and Assessment (10 minutes)
  - Conclusion Slide (up to 4 minutes)
  - Assessment Slide (5 minutes)
  - What's Next Slide (up to 1 minute)

## Facilitated Session

(66 minutes)

In this session, Facilitators deliver the following topics:

- Impact of Quality on Meetings on a Club
- Delivering Quality Meetings

## Session Sequence

- Introduction (5 minutes)
- Impact of Quality on Meetings (15 Minutes)
  - Title Slide (up to 2 minutes)
  - Whole Room Discussion slides 1-4 (up to 10 minutes)
  - Review slide (up to 3 minutes)
- Delivering Quality Meetings (36 minutes)
  - Title Slide (up to 2 minutes)
  - Present Slide: Categories of Quality (up to 1 minute)
  - Breakout Room Activity (up to 20 minutes)
  - Whole Room Discussion slide (up to 10 minutes)
  - Review Slide (up to 3 minutes)
- Conclusion and Assessment (10 minutes)
  - Conclusion Slide (up to 4 minutes)
  - Assessment Slide (5 minutes)
  - What's Next Slide (up to 1 minute)