



# Soaring Eagles Toastmasters Club

Vol. III, Issue 8 – February 2006 Newsletter

Soaring Eagles Toastmasters Club (#9647)  
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## MISSION

To provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

[www.geocities.com/eagles\\_toastmaster/](http://www.geocities.com/eagles_toastmaster/)

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## CHANGES AT TOASTMASTERS

Last month we told you about changes being made to the Education and Leadership programs. For the next couple of months, we will answer some of your questions about the changes.

**Question:** The new leadership manual has 10 projects. Will I be evaluated on each of these projects, just as I am in the current Communication and Leadership Program manual?

**Answer:** Yes. For each leadership role you complete as a project requirement, your club vice president education will assign an evaluator who will provide a written evaluation. However, a verbal evaluation is optional and at the club's discretion. If you want a verbal evaluation in addition to the written evaluation, and if the meeting cannot accommodate it, the evaluator should give it privately after the club meeting.

**Question:** How will the Competent Leadership manual affect my club?

**Answer:** The new manual allows members to join your club and immediately begin working on developing their leadership skills. As mentioned in the previous question, the club vice president education assigns an evaluator who will provide a written evaluation. However, most clubs won't have the meeting time to allow verbal evaluations of a leadership project. In these cases, if a member wants a verbal evaluation, the evaluator may provide it outside of the club meeting. More information about how to incorporate the manual into your club and its activities will appear in the December issue of this magazine. Club officers also will get information during their district's upcoming club officer training.

## CALENDAR

Please mark your calendars and try to attend the following activities:



Feb 8<sup>th</sup> (SKY7: 1W38)  
Club Meeting  
1200-1300



Feb 22<sup>nd</sup> (SKY7: 1W38)  
Club Meeting  
1200-1300



Mar 8<sup>th</sup> (SKY7: 1W38)  
Club Meeting  
1200-1300



Mar 22<sup>nd</sup> (SKY7: 1W38)  
Club Meeting  
1200-1300

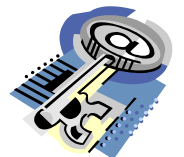
## CLUB LEADERSHIP

President..... Renee Cantave, ATM-B  
VP Education ..... *vacant*  
VP Membership ..... Wauleah Ellison  
VP Public Relations ..... Walter Kelley, CTM  
Secretary/Treasurer..... Michael Duerksen, CTM  
Sergeant-at-Arms..... Tim Germer

## WEBSITE UPDATE

Have you visited the Soaring Eagles website lately? The website is *updated several times a month and has schedule items and announcements.*

*Check back regularly to find out what's happening in the Soaring Eagles Club.*



## INSPIRATIONAL QUOTE

"Nothing will work unless you do."

*Maya Angelou*

## **WHY USE HANDOUTS?**

Why Use Handouts? They allow you to provide more detailed information than you would put on a slide. They give your audience something to take away from your presentation, to review later. They are one more way for your listeners to be reminded of you and your key messages.

Handouts are especially useful if your presentation is highly technical or complex. They can further explain important information. For example, you may want to include in your handout supporting data that you chose not to include in your presentation, such as contact information, case studies, references, marketing literature, or other collateral materials.



Your handout also can serve as a summary of your key points. In any case, your handout can include more detailed information than you may have had time to cover in your presentation, or which — for your own good reasons — you've chosen not to include in your presentation.

### **Before or after?**

In some instances, you may choose to distribute your handout before you present, if you want your audience to be able to take notes on the handout as you go through your slides. But the benefit in allowing note taking on the handouts is usually outweighed by loss of your audience's attention. So, in most cases, you're better off holding the handout until you're finished presenting. That removes the temptation for some people to read the handout while you're speaking, which is a distraction and thus counter-productive. If you're using a handout, tell your listeners, so they will know they needn't take copious notes and thus can focus their attention completely on you.

### **What to include in your handout.**

Your slides are an instant guide to the added information you might include in your handout. Review the bullet points and graphics. Remember, when you were preparing your presentation, you were selecting the most essential information, offered concisely, that supported your messages. With your handout, you're free to expand on bullet points and graphics to allow a more complete explanation. Just don't go overboard. Although you're offering more information, you must still keep it well organized and to the point. You needn't limit your handout to the topics covered in your presentation. It's okay to include related information that further supports or explains what is in your presentation.

### **Give your handout a professional look.**

Pay attention to quality and design. After all, the handout is an element in the image you're trying to project. Use simple, readable type. Organize and break out dense information into charts, graphs, and other illustrations, following the same design rules you did in preparing your slides. Use the same graphical elements you use on your slides, and the same colors and type. Make sure your colors print out clearly. Again, you should include in your handout version more information that you use in your presentation. Make the handout appealing to the eye, with generous use of white space. Avoid clutter. Avoid putting so much information on a single page that your handout begins to look like a textbook. Consider using the Handout Master in PowerPoint to format and control the look of your handouts.

In short, think of your handout as another element of your presentation.

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## **GOT WHAT IT TAKES?**

Do you think you have what it takes to become a Competent Toastmaster? What about a Competent Leader? Well, exercise your strengths and work on your weaknesses. Contact a member of the Soaring Eagles Club Leadership Team to see if you have what it takes to become a club leader for the 2006-2007 leadership term. Elections are right around the corner. Review the previous monthly newsletters to see descriptions of each of the leadership positions. Then consider if you have what it takes. You may ask, "What DOES it take to be a club leader?" The answer...commitment to the club and its members. That's it. You have to be willing to take charge and help current members as well as help visitors become members. In the words of Maya Angelou, "**Nothing will work unless you do.**"