



SAFRA TOASTMASTERS CLUB

Table Topics Master Checklist of Duties

Before the meeting

- ❖ Plan the discussion and make advanced preparations. Discuss in advance with VPE.
- ❖ Select topics which are realistic, interesting and useful to the participants.
- ❖ Prepare about 8-10 topics for discussion.
- ❖ Read the Toastmasters Communication and Leadership Manual "How to lead as a Topics Master."

During the meeting

- ❖ Start by mentioning the objectives of the Table Topics Session.
- ❖ State the time limit for each speaker and explain the timing sequence.
 - ❑ 1 min - GREEN light
 - ❑ 1 min 30 secs - AMBER light
 - ❑ 2 mins - RED light
 - ❑ 2 mins 30secs - Buzzer or bell will ring
- ❖ Inform the audience that there will be a Best Table Topics Speaker Award.
- ❖ Encourage guests to take part in Table Topics only if they are comfortable.
- ❖ Introduce the topics in a short, simple and easy to understand way, stating precisely what you want the speaker to talk about.
- ❖ Never call upon a newcomer to be the first Table Topic Speaker as he/she might not know what to do and might, unfortunately, set an uncomfortable tone for the discussion.