

## **TRAINING SKITS FOR HIGHLY EFFECTIVE AREA GOVERNOR CLUB VISITS**

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### **Make it Easy for People to Learn**

Have you sometimes wondered why some of your Area Governors don't make the most of their Club visits? The reason may be that they have not fully understood how to achieve a good Club visit. Do use the Area Governor training materials provided to you from WHQ. This is supplementary material.

The reason why the following skits have been found to be a great learning aid is because of the way people learn and remember. People who are visually oriented can usually learn a procedure by reading a manual. However, those who learn more easily by hands-on applications and by listening will learn more readily with demonstrations. Also, a demonstration is more active, raises the energy level, and captures the audience's interest.

### **These Three Skits Cover the Gamut of Quality**

Following are three skits that illustrate three levels of competency for an Area Governor visit. Skit #1 shows what a very ineffective Area Governor visit is like. Skit #2 demonstrates a passable Area Governor visit that still could be improved further. Skit #3 illustrates an excellent Area Governor visit.

### **Getting the Most from these Skits**

To get the most from this training exercise, immediately after all the skits have been presented, ask the audience leading questions and let them discover the ingredients in a successful Area Governor Club visit. Sample questions are given at the end of this article.

The following is written in a format suitable for eliciting volunteers from your audience to play the roles that are described. Prepare a sufficient number of copies of the script. In advance of the training session, find the right people for the right roles in the skits. Fill in the blanks in the scripts with the names of the actors. Have each participant read their portion out loud at the appropriate time, so that the audience can follow along. I recommend that one person take responsibility to keep everybody organized and give cues to them to speak their parts at the right time, if necessary. **The parts that are in bold are to be read out loud by the narrator.** This is a lot of fun. Go with the flow. This is learning by doing!

### **SKIT #1: Clueless Cleo**

Area Governor #1 (The following is based upon a real experience that the author had)

Actors:

- Narrator
- Area Governor
- Club President
- Sergeant-at Arms
- VPE
- VPM
- Club Member
- Club members = the audience

**Scene: The Club meeting is about to begin. A "stranger" (actually the Area Governor) walks in hurriedly.**

Sergeant-at-Arms: "Hello! Welcome to the Pitter Patter Toastmasters Club! Glad to have you with us. Is this your first visit to a Toastmasters Club?"

Area Governor: "No, no. I'm the Area Governor. I need to speak with your Club President. Can you point him out to me?"

Sergeant-at Arms: "Sure. Let me introduce you to him."

**The Sergeant-at-Arms introduces the Area Governor to the Club President.**

Area Governor: "I meant to call you earlier, but just got too busy. I'm your Area Governor. My name is \_\_\_\_\_ (insert name of actor). I'm here to visit your Club and complete my report to the District."

President: "Oh? Are we supposed to do anything special?"

Area Governor: "No".

**The meeting begins. The Club president introduces the Area Governor to the Club members. The meeting proceeds in the usual manner.**

**Just before the evaluations are to begin, the Area Governor speaks up:**

Area Governor: "Excuse me, Mr. President. I have a report to write and so, if you don't mind, I'd like to ask a few questions in case we run late."

President: "Oh? I guess that's OK."

Area Governor: "Thank you. The first question - how many members does your Club have?"

President: "Well...I think we have around 15 members."

Area Governor: "Down to 15?? Hmm. Do you have a VPM? Anyway, next question - How many members do you have who are working towards completing their CTM?"

**Meanwhile, the club members are getting restless.**

President: "I'm not quite sure. Let me ask my VPE. Helen (looks at VPE), what's the number?"

VPE: "We have two."

Area Governor: "Two?"

**At this time, the VPM breaks into the conversation very agitatedly.**

VPM: (In an angry tone of voice) "This is a District audit, isn't it? You are auditing us, aren't you?"

Area Governor: " Uh. I wouldn't call this an audit, but..."(gets cut off by a club member)

Club Member: "Why do we have to go through all this administrative stuff during the meeting? I came here to learn something and have fun. Is all this necessary?"

Area Governor: "Well, let me tell you ...(The Area Governor gets cut off by the angry VPM)

VPM: "I don't mean to be disrespectful, but we only have an hour for this Club meeting. You people from the District can't just march into our club meeting and fire questions at us."

President: "Hold it, everyone."

**It's too late. This meeting is lost.**

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## **SKIT #2: Able Abe**

Featuring Area Governor #2

Actors needed:

- Area Governor
- Club President
- Narrator

**Several days Before the Club Meeting, the Area Governor telephones the Club President.**

Club President: "Hello."

Area Governor: "Hi, \_\_\_\_\_ (insert first name of actor who is portraying the President)! This is your Area Governor, \_\_\_\_\_ (insert full name of actor). I'd like to visit your Club meeting to introduce myself. I understand you meet every Wednesday at noon. May I visit your Club this Wednesday?"

Club President: "Yes. We'd love to have you. Do I need to do anything special?"

Area Governor: "No. Just introduce me to the Club. I have some paperwork to take care of. We can talk about it when we meet."

**...Before the meeting begins:**

**The Area Governor meets the Club President. They chat. The Area Governor shows the President the Area Governor Club Visit Report form. But the President doesn't have enough time to provide all the answers.**

**...At the meeting:**

**The Club President introduces the Area Governor to the members. After the**

**meeting, the Area Governor meets with the Club President and the VPE to get the Club Visit report Form filled out.**

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### **SKIT #3: Marvelous Marv**

Featuring Area Governor #3

Actor's needed:

- Club President
- Area Governor

**One month before the Club visit, the Area Governor telephones the Club President.**

Club President: "Hello."

Area Governor: "Hi \_\_\_\_\_ (insert first name of actor who is portraying the Club President)! This is your Area Governor \_\_\_\_\_ (insert full name of actor). I'm calling because I'd like to visit your Club, introduce myself, and get to know you and your fellow Club members."

President: "That's great. It's been a long time since we had a visit by an Area Governor. By the way, are we supposed to do anything special?"

Area Governor: "You are not supposed to do anything special, but I would like to be given 5-7 minutes to make some remarks to your Club members. Also, in order for the District Governor to know how your Club is doing and to know how we can be most helpful to you, I will need some information about your Club. In fact, I'd like to meet with your Executive Committee for about 10 minutes after the meeting. In preparation for that, I'd like to fax a copy of my Area Governor's Club Visit Report form to you as soon as possible. This is so that you and your fellow Club Officers can collect the information for me before I attend your meeting. That will make things easier for all of us!"

Club President: "That sounds good to me. Here's my fax number: 123-4567. When would you like to visit us?"

Area Governor: "In about a month; how about \_\_\_\_\_ (mentions date)? That way, your VPE can fit me into the program. Also, I'd like to meet as many of your members as possible. You might want to make the occasion of my visit a reason to try to get every single member to attend the meeting!"

Club President: "Hey, now you are giving me ideas! Let's plan on you visiting my Club on \_\_\_\_\_ (date). We can promote the meeting as "Meet Your Area Governor" night!"

Area Governor: " \_\_\_\_\_ (fill in first name of actor who is portraying the

Club President), I'm really looking forward to meeting you, your fellow Club Officers,

and the rest of your Club members. I'll give you a call as we get closer to that date."

**Prior to the Start of the Club meeting:**

**The Area Governor arrives early. The Area Governor is dressed well and has the Toastmaster pin and badge on. The President and the Sergeant-at-Arms greet him/her.**

**The President introduces the Area Governor to the rest of the Executive Committee and other members as they arrive. The Area Governor chats and makes contact with many of the members.**

**At the Club meeting:**

**After all the prepared speeches, table topics, and evaluations are done, the Club President introduces the Area Governor to make some remarks to the members.**

**The Area Governor speaks very encouragingly to the members. He/she mentions the things that were done right at the meeting. He/she talks about the vital mission of the Club and its important role in serving members. He/she mentions the International theme and the District Governor's theme. He/she congratulates the members who earned an educational award and encourages the Club to go for Distinguished and beyond using the Distinguished Club Plan.**

**By the time the Area Governor concludes the speech, staying within the time allotted for the presentation, the Club members are proud to be Toastmasters and want to build an even stronger Club.**

**Immediately after the meeting:**

**The Club President rounds up the Executive Committee members and meets with the Area Governor. They go over the information needed to complete the Area Governor's Club Visit Report form. The Club Officers also give inside scoop on the strengths and weaknesses of the Club. The Area Governor asks questions, listens carefully, makes notes when necessary, and offers encouragement.**

**The Area Governor sends a thank you note to the Club President for the warm hospitality the Club showed to him/her and the cooperation that he/she received.**

**The Area Governor also signs the Club Visit Report form, makes a copy for his/her files, and mails the original to the District Governor.**

To make this really effective, immediately after the 3 skits have been completed, ask everyone searching questions. As far as possible, let THEM come up with the answers.

Sample questions:

1. List every thing wrong with the Club visit in Skit #1 and describe how each wrong act or word spoken could be corrected.

2. What makes the Club visit in Skit #3 so successful? Describe the reason behind each thing the Area Governor did.
3. What happens when the Executive Committee cannot meet with the Area Governor immediately after the meeting because their meeting is held during the lunch hour at their company and everyone has to get back to work? Can we be flexible? What are alternate ways of doing an A+ Club visit?
4. What are some ways that Area Governor #2 can improve his/her Club visit?