SPEAKERS AND LEADERS

THE REGULAR CLUB MEETING

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GUIDEBOOK

THE MEETING AGENDA

Local clubs are advised to conduct 2 regular meetings per month. A typical agenda is as follows:

Activity	**Time Allotted**
Meeting called to order	3 mins
Invocation (by the Meeting Leader)	1 min
Project Speeches	
Finalizing details & appointing evaluators	10 mins
Project Speech #1	10 mins
Project Speech #2	10 mins
Project Speech #3	10 mins
Project Speech #4	10 mins
Project Speech #5	10 mins
Voting for Best Project Speaker	2 min
That's One Minute!	
Explaining the segment, the theme & preparation time	5 mins
1-minute Speech #1	1 min
1-minute Speech #2	1 min
1-minute Speech #3	1 min
1-minute Speech #4	1 min
1-minute Speech #5	1 min
Voting for Best Speaker	1 min
Full speech by Best Speaker	5 mins
INTERMISSION (Project Speakers to meet with Evaluators)	10 mins
A Moment for Reflection	
Self-evaluation Speech #1	2 mins
Self-evaluation Speech #2	2 mins
Self-evaluation Speech #3	2 mins
Self-evaluation Speech #4	2 mins
Self-evaluation Speech #5	2 mins
Best Project Speaker – Certificate Presentation	1 min
Language Observer's Report	10 mins
Club Leader's Closing Address (includes evaluations from the floor)	6 mins
Meeting adjourned	1 min

Total meeting time: 120 minutes (recommended)

THREE MAIN SEGMENTS OF A REGULAR CLUB MEETING

Project Speeches

The objective of this segment is to allow several key speeches to be delivered during a meeting.

A project speech is a speech from one of the projects in one of the learner's manuals (no. 1-8). The time allotted per speech is 8 minutes for basic speeches and can go up to 12 minutes or more for advanced speeches. By delivering a project speech, a member will progress along the predefined learning path. (A member is actually allowed to deliver a project speech from any manual in any order. However, to qualify for awards, the prescribed sequence has to be followed.)

Typically, 5 project speeches will be lined up in a meeting. The actual number of speeches that can be accommodated depends on the respective durations of the speeches.

An evaluator will be assigned to each project speaker. If this can be arranged in advance, it would help save time during a meeting. However, it is alright to appoint evaluators at the beginning of the segment.

Project speakers are requested to print the pages from their respective projects, including the evaluation form, and hand them to their respective evaluators. (In fact, members are encouraged to print out the entire manual that they are working on.) Alternatively, evaluators can refer to the soft copy in their smartphone or laptop. Evaluators should be given a moment to study the projects before the speeches commence.

The speaking order may be determined informally whereby participants who are ready volunteer to speak first, or by the Meeting Leader calling out speakers randomly or based on a given list.

The voting for the best speaker may be conducted through the use of voting slips. The winner shall be presented with a certificate.

That's One Minute!

This segment provides an opportunity for members who are not project speakers to speak during a meeting (however, all may participate). In this exercise, **participants will practise two essential leadership skills which are thinking quickly and presenting concisely**.

How this segment of the meeting is conducted:

1. The Meeting Leader proposes a general theme

2. Participants are given 2 minutes to prepare a 1-minute speech in the style of an elevator pitch*. In this short speech, the speaker should share:
- Some interesting points on anything related to the given theme (narrow it down)
- What other interesting information he/she can offer if given more time

* An "elevator pitch" is a very short speech that you may deliver to someone with whom you have only a moment (e.g. in an elevator). It is designed to communicate the main points quickly and entice the listener to want to know more. A typical elevator pitch focuses on the speaker, a product, a business or an idea. In this exercise, participants adopt the same style when speaking on the given theme.

3. Participants take turns in delivering their 1-minute speeches. The speaking order may be determined informally whereby participants who are ready volunteer to speak first, or by the Meeting Leader calling out speakers randomly.

Timekeeper's role:
- Hold up the 30-seconds-remaining card after 30 seconds (from the start of the speech)
- Hold up the 15-seconds-remaining card after 45 seconds
- Ring the bell at exactly the 1-minute mark

The speaker is required to return to his/her seat right when the bell rings.

4. The audience vote for the best speaker. The best speaker is ideally someone who has delivered substance in his/her speech and also added an enticement so that the audience wants to know more. The voting may be conducted simply by a show of hands.

5. The winner is given 5 minutes to speak and make good on his/her offer

6. A simple evaluation is conducted whereby each member of the audience indicates verbally whether his/her expectations are met with a simple YES or NO

Refer to That's One Minute! Playbook for tips on mastering this segment.

A Moment for Reflection

This segment allows project speakers to obtain feedback on their respective project speeches; others can also learn from the evaluation. The standard method of evaluation in SAL is self-evaluation with the help of an assigned evaluator. This is so that project speakers have the opportunity to practise several skills crucial to leadership such as **processing feedback, introspection and openness**. It is also hoped that project speakers, taking ownership of their own self-evaluations, will be more keen to take the necessary steps to become better speakers.

At the same time, evaluators have the opportunity to practise **giving constructive feedback**, another crucial leadership skill.

How this works:

1. An evaluator will be assigned to each project speaker. The evaluator will share his/her feedback with the project speaker during the intermission. This will help the project speaker see his/her strengths and weaknesses more clearly. Since this sharing is conducted in a one-to-one setting, all evaluators will present simultaneously.

2. The project speaker has to think through the feedback given by his/her evaluator, add his/her own thoughts, do some soul-searching and finally deliver a 2-minute self-evaluation speech. This should be a complete speech which consists of an opening, a body and a conclusion.

3. To keep the evaluation concise and constructive, the following outline is recommended for the body of the speech:
- What the speaker feels he/she has done well (pick one only and elaborate)
- What the speaker feels he/she can do better (pick one only and elaborate)
- What the speaker has learned from the project (pick one only and elaborate)
- How the speaker intends to progress from that point (pick one only and elaborate)

4. The speaking order may follow the same order in which the speakers delivered the project speeches.

5. Speakers may mention their respective evaluators in their speeches, however, it is advisable to not attribute every single point to them. Instead, speakers should take ownership of their self-evaluations.

DIRECT EVALUATION BY AN EVALUATOR

From time to time, the Meeting Leader may make way an evaluator to deliver his/her evaluation directly to the audience.

Justifications for a direct evaluation:
- The evaluator is a highly experienced public speaker or an expert in the field, hence a direct evaluation is expected to deliver more value to all listeners. *This is also applicable in the case of a new club where the Club Mentor may be asked to deliver direct evaluations of several of the members' speeches.*
- The evaluator hasn't had any chance to speak before the audience during the meeting
- The meeting is running late and direct evaluations will help to save time (the private meeting between project speakers and evaluators can be eliminated)

The Meeting Leader will make the decision after "That's One Minute!" and let those involved know how to proceed. This allows for more variety in regular club meetings.

Refer to A Moment for Reflection Playbook for tips on mastering this segment.