

EXAMPLE: ANSWER TO A MENTEE

A mentor's response email to a mentee request

A big thank you to Olaf Kock for making his example available to us!

If a new member has asked you to be their mentor, you could adapt the following questions and tips to your style and needs and thus start the mentoring relationship:

E-MAIL TEXT

[HELLO AND INTRODUCTORY WORDS]

Please answer the following questions:

1. Why did you come to Toastmasters? What are your goals here?
2. Where - roughly estimated - do you think you are on the way to your goal? (Also: What do you bring with you?)
3. What do you expect from me? (Examples: writing / finding help with speaking? Dealing with nervousness? Extended feedback after a speech? Practice and refinement of a speech? Or other)
4. How many speeches do you plan to give in the next 6 months?

And now for some clarification - so that you know what you are getting yourself into: Toastmasters mentoring isn't forever - you're not tied to me forever. At the beginning I suggest three speeches - with the freedom to shorten it explicitly or (just as explicitly) to lengthen it.

Regardless of the answers you gave above: You can always decide differently. We can communicate in writing, by phone or via WhatsApp / Skype / whatever video or meet.

And: Please do not hold back. The worst thing that can happen when you ask for an appointment is that I don't have time. So far, nobody has even come close to "asking too much".

Thank you for your trust and for asking me. As I said above: If you find someone with whom the chemistry fits better, or if you get less from the mentoring than you expected: We can talk about all aspects at any time. And you can also choose a different mentor at any time - not after three speeches.

[GREETINGS]

HINTS

This document is not a prescription of how you formulate your email. It is based on what has proven useful for other people in the past. You can use it, as it is or simply as an inspiration to make your own version..

The text from Olaf is pretty precise. That is helpful, but not necessary – you can as well simply write back, that you want to talk about everything further in a first conversation.