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Proud member of
District 25 Toastmasters
Division A - Area 11

Home of the
Division A Governor



HOT TIP!

Never thank the audience at the end of a speech. They should thank you!



PRESIDENTS DISTINGUISHED CLUB

Ten Commandments for Good Listening

Cowtown Toastmasters recently started the module "How to Listen Effectively" presented by Sunni Fisher. This module teaches listening, speaking, and leadership skills. Here are a few additional tips to help you with Listening:

1. STOP TALKING

You cannot listen if you are talking. Hamlet (Shakespeare) quotation, "Give every man thine ear, but few thy voice".

2. PUT THE TALKER AT EASE

Help them feel that they are free to talk. This is often called a "permissive environment".

3. SHOW THEM THAT YOU WANT TO LISTEN

Look and act interested. Do not read your mail while they talk. Listen to understand, rather than to reply.

4. REMOVE DISTRACTIONS

Do not doodle, tap, or shuffle papers. Will it be quieter if you shut the door?

5. EMPATHIZE WITH THEM

Try to put yourself in their place so that you can see their point of view.

6. BE PATIENT

Allow plenty of time. DO not interrupt them. Do not start for the door or walk away.

7. HOLD YOUR TEMPER

An angry person gets the wrong meaning from words.

8. GO EASY ON ARGUMENT AND CRITICISM

This puts them on the defensive. They may "clam up" or get angry. Do not argue – even if you win, you lose.

9. ASK QUESTIONS

This encourages them and show you are listening. It helps to develop further points

10. STOP TALKING

This is first and last because all other commandments depend on it. You cannot do a good listening job while you are talking.

Characteristics of Leadership

Leadership is not about controlling people. It's about caring for people and being a useful resource for people.

Leadership is not about being boss. It is about being present for people and building a community at work.

Leadership is not about holding on to territory; it is about letting go of ego, bringing your spirit to work, being your best and most authentic self.

Leadership, like life, is largely a matter of paying attention.

Leadership is less concerned with pep talks and more concerned with creating a place in which people can do good work, can find meaning in their work, and can bring their spirits to work.

Leadership requires love. True power comes from the people. It comes from gaining the trust and support of the people who then give you the power. Power is like love. The more you try to give it to others, the more it just seems to flow to you naturally.

Cowtown wins We Be Clubbin'

Congratulations to the members of Cowtown Toastmasters for winning the District 25 We Be Clubbin' contest. The district encouraged members to go out and visit other Toastmasters clubs. Each visit is worth 5 points and if 5 or more members from the same club visit the points are tripled. Not only did Cowtown Toastmasters get the most points as a club, our newest member Charles Hrovat received the individual award. The club award was a \$75 Gift Certificate to the Toastmasters Store. The individual award was a \$25 Gift Certificate to the Toastmasters store.

Hrovat Presents at District Conference

Kudos go to Competent Communicator Charles Hrovat for presenting an education session at the District 25 Fall Conference. Out of over 2,000 members, only 15 are invited to present an education session during the conference. Charles received rave reviews on his presentation of Identity Theft. It should be noted that Charles was also nominated to present his session at the Region III Conference held in Dallas on June 9, 2007.

Lectern Etiquette

In comedy skits (like *Saturday Night Live*), sometimes the camera opens on "the naked lectern." It stands alone. There is no person behind it. It just looks...silly. Why? It sends the message that no one is in control.

Many people do not recognize good lectern etiquette--consciously, that is. However, when it is absent, the unconscious message conveyed is a lack of professionalism and control. When lectern etiquette is present, the opposite is conveyed.

To help YOU appear in control, here are some tips on lectern etiquette.

- **Never Leave the Lectern Unattended**

Stay at the lectern until the person you call arrives and shakes your hand. Think of it as playing "tag." You don't move from the lectern until someone has "tagged" you with a handshake. Step back from the lectern to allow the approaching person to step in front of you. This doesn't mean that you can't move away from the lectern while you are in control. Many speakers set the lectern aside while they are "performing." When finished, however, stay put until the next person to resume control arrives and shakes your hand.

- **Don't Lean on the Lectern**

The lectern is there to hold your notes. Period.

- **Do Lead the Applause**

When a program calls for the audience to applaud, you lead by applauding first.

IMPORTANT DATES

- Jan 20 - Toastmasters Leadership Summit—Texas Wesleyan
- Feb 19 - Club Evaluation & International Speech Contest
- Mar 10 - Area 11 Evaluation & International Speech Contest
- Apr 1 - Club Dues are Due
- Apr 21 - Division A Evaluation & International Speech Contest

Educational Achievements

- Congratulations to Charles Hrovat for Achieving his Competent Communicator**
- Congratulations to Elizabeth Fox for Achieving her Competent Leader**
- Congratulations to Van Fox for Achieving his Competent Leader**
- Congratulations to David McCallister for Achieving his Competent Leader**
- Congratulations to Sunni Fisher for Achieving her Advanced Communicator Silver**

Welcome New Members!

- Shawn Yan—Fort Worth
- Ken Young—Fort Worth

Distinguished Club Program for 2006-2007

Goals Achieved to Date:	6
Goal for June 30, 2007:	9

Cowtown Toastmasters meets Mondays at 6:30am

Guests are always welcome!

Location: Westside Café

7950 Camp Bowie Blvd, Fort Worth, TX 76116

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Club Mission Statement

The mission of a Toastmasters Club is 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.

WE ARE ON THE WEB! VISIT US AT

WWW.COWTOWNSTOASTMASTERS.ORG