



Speak Easy Toastmasters Club
1922-46
Livingston, NJ
<http://www27.brinkster.com/njtoastmasters>

Think about it...

It seems that every job comes with an extensive wish list of required skills. Did you know that there are some skills that are necessary and highly valued no matter what you do.

Communication

No matter what job you do, communication is crucial. Whether you are speaking with clients, co-workers, or superiors, or writing documents, communication skills can contribute significantly to success of you and your employer. Some useful communication skills include:

- concise writing, interviewing, listening attentively, facilitating group discussion, negotiating, persuasion.

Research and planning

The ability to research and plan is very important regardless of what career path you chose. Being able to conceive ideas, identify problems and develop alternative solutions is useful in both career situations and everyday life. Problem solving skills are also a great asset to your job. Other research and planning skills include:

- setting goals, defining needs, analyzing, information gathering.

Management and leadership

Not everyone is a born leader, but basic skills and decision making abilities can help you to become a great manager. Some other management skills include:

- managing conflict, teaching, counseling, delegating responsibilities, coordinating tasks.

Human relations

How you interact with others (clients, coworkers and superiors) defines you and can ultimately make or break your career. It is important to understand the nuances of human interaction:

- develop rapport, be sensitive, listen, motivate, share credit.

Work survival

Know what to do and what not to do in order to make your work experience as pleasant as possible.

- set and meet deadlines, accept responsibilities, cooperate, manage time - it is precious.

Take control

People are not born with these skills. These skills are not even taught during regular schooling. You can hope that you will learn these valuable skills after years of trial and error. But hope is not plan. The best way to acquire these skills is to plan to learn them and practice them.

And that's where the Speak Easy Toastmasters Club comes in. Toastmasters is widely known as a the best way to learn public speaking. But did you know that people who participate in Toastmasters become successful at work and in the community because during the process of practicing and pursuing Toastmasters educational certificates, they also acquire all of these powerful skills?

Find out for yourself. Visit the Speak Easy Toastmasters Club.



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About Speak Easy...

Our club: The Speak Easy Toastmasters Club is a chapter of Toastmaster International, Inc., an international non-profit organization.

Our meetings: We meet on the first and third Thursday of each month, 12:30 PM -- 1: 30 PM. The meeting place is the training room of Formosa Plastics Corporation, U.S.A. at 9 Peach Tree Hill Road, Livingston NJ, 07039.

Club's email list: This email list provides reminders of meetings, workshops, and agendas to club members and friends. Subscription is free. To subscribe, send a blank email message to SpeakEasyToastmasters-subscribe@yahoo.com .

Free workshops: The club conducts several hands-on workshops and seminars in communication, public speaking, and leadership. In addition, the club can conduct demonstration meetings for groups interested in learning more about Toastmasters. Contact the Vice President Education for more information.



Being a guest of our club: Just come to any scheduled meetings to observe, listen or participate -- your choice. You are under no obligation to participate or become a member. If you want a free guest package, call the VP of Membership to request it.

Becoming a member of our club: Membership to the Speak Easy toastmasters Club is open to all who want to benefit and participate. For a membership application or more information, attend any of the meetings and ask to speak to a Club Officer.

Membership cost: There is a onetime \$20 new member fee to cover the costs of your manuals and booklets, and \$27 International dues every six months to cover your subscription to the Toastmaster magazine and program support to members and clubs. Our club does not assess club dues.

More information: call 973-716-7341 or visit <http://www27.brinkster.com/njtoastmasters/>

About You ...

<p style="text-align: center;">Before</p> 	<p>Write down three skills you want to improve or acquire for personal or professional growth.</p> <ol style="list-style-type: none"> 1. 2. 3.
<p style="text-align: center;">After</p> 	<p>Write down how you plan do that.</p> <ol style="list-style-type: none"> 1. Visit a Toastmasters club to find out how I can benefit from Toastmasters. 2. 3.