

TIPS ON PATHWAYS TRAINING

The more effort you put into planning, the better your Pathways rollout, training and acceptance will be.

Training of Pathway Guides and Ambassadors

1. PROMOTE PATHWAYS: Prominently on the District 18 website, in the District Newsletter, and through email messages from Ambassador and Guides.
2. Train Pathway Guides and Ambassadors together in one session, so that everyone is on the same page
3. I suggest you schedule an hour per club for training, and break the training into 3 parts.
 - Part 1: TERMINOLOGY AND GRAPHIC HANDOUTS: This part defines the new terms associated with Pathways: Base Camp, Assessment, Base Camp Manager, the Navigator, etc., (see attached tutorial) and includes the handouts I have designed. Click here: <http://karenstorey.com/PATHWAYS/16-PrintYourOwn.htm> Training this portion first allows all attendees to understand the new terminology associated with Pathways before they log on and start seeing the terms. This portion lasts about 20 minutes: 8-10 minutes for terminology and 8-10 for the handouts. You can of course use a computer and project all this information on a screen, but in small club settings this is not necessary. What we have found works best is to use 'flash' cards (cards that are 8x10, on card stock and printed on both sides). One side in large print for the audience and then back in normal type for the presenter. (See attached card set). For this portion, the presenter holds the card up and explains the definition of each new term. For the second portion, large (11x17) handouts are given to attendee and THEN trainer explains Pathways.
 - Part 2: Normal Pathways Guide training using material provided by TI.
 - Part 3: Q&A
4. It's important to have a **sign-in sheet** (see attached), not only so you know who attended, but also you will want to contact those trained with updates and to answer questions. Since Pathway Guides and Ambassadors will visit several clubs each, a **Feedback** sheet (attached) is appropriate. This allows each attendee to give feedback on the training to help improve it, and to write down questions, comments, and suggestions. I keep a running list of all attendees' emails, so I can send them answers to questions raised in training. I also provide a page on my tutorial of questions and answers from all training sessions, and of those provide by TI. (I call TI on every question so I know I have the correct answer). <http://karenstorey.com/PATHWAYS/Q&A.htm> You can, of course, make your own FEEDBACK and SIGN-IN sheets. Feedback sheet has two per sheet. Just print and cut in half.
5. PATHWAYS Tutorial is a major part of this training. No one can explain everything about Pathways, especially in a training setting. So, during your training, always emphasize that each attendee should use the tutorial. <http://karenstorey.com/PATHWAYS/Pathways.htm> The tutorial explains the Pathways program, term by term and allows you to understand the program BEFORE you log on.

6. The tutorial has other uses.
 - For example, the Site Map acts as a ‘table of contents.’ If you know a term, it can be found on the Site Map and allows you to find info quickly (both on the tutorial and on the TI website). <http://karenstorey.com/PATHWAYS/15-SiteMap.htm>
 - You can find ‘graphical’ representations of many Pathway concepts.
 - It also defines terms that are almost impossible to find on the TI website.
 - It serves as a repository for all my handouts, Pocket Guide, and other creations. It provides the latest versions, and provides printing instructions (that can save money). This website is updated almost daily, so you always have the latest version of everything.
7. The DID YOU KNOW and Q&A links on the Site Map provide the latest Q&A. I receive questions during training, after training and from Toastmasters all across the country. These questions and answers are posted here, after I have researched the answers. (<http://karenstorey.com/PATHWAYS/Q&A.htm>)
8. VIRTUAL SUPPORT SESSION – Every Pathways Guide is required to conduct 15 Virtual Support Sessions, as explained here: <https://www.toastmasters.org/~media/75BADD1508074CA09442A82ED522B134.ashx>
Why not keep a running list of ALL Virtual Support Sessions on the District website, so that anyone may attend?
9. **If you haven’t already, why not appoint a Pathways coordinator to monitor all training, keep records of who was trained, of the Virtual sessions, etc.**
10. **Why not develop an online survey – sent after each training to see who was trained, their thoughts on the training and if there is a need for follow up? Offer make up training for those who missed the first round.**
11. Promoting Pathways: The more promotion, the better. Promote in your District Newsletter, on the website, and by direct email. Get a list of ALL district members from TI and use this to promote upcoming training. I send 2 fliers. One a week or so before the training and a different flier 1 day before the training. Have your Pathways coordinator do this for every training session. Once you set up a ‘system’ for doing this, it is easy. (samples are included – or make your own creative announcement flier).
12. Create an on line ‘file’ for every club. In the file, have a database of all members, plus flier 1 and flier 2. When training is scheduled, simply email all members of that club, attaching flier 1 and then send a second mailing with flier 2. You’ll get a much better turnout the more you promote. **Request a member list by club from TI (your District Director must do this for you) – so you have access to all club members’ emails.**
13. I’ve spoken with MANY Pathway Guides and they report very low turnout (often zero attendance) for their Virtual Sessions. I believe this is because of lack of promotion. Coordinate with Guides BEFORE the initial training and establish a date for their Virtual Sessions and post those on the district website, and INCLUDE the date in your 2 emails (the ones with the fliers), and even in an after training follow up. Having these Virtual sessions posted on the district website allows those unable to attend the first session to attend another session.
14. I’ve included a PowerPoint, which you can modify. I personally don’t use the PowerPoint version, I prefer the ‘flash’ cards (included).

15. Flash cards: These are visuals - printed on 8.5x11, card stock. Card stock is best, as it is rigid enough to hold up for the audience. The side the audience sees is in large type face, and on the back, is an explanation of the term showing, so the trainer can have an explanation. These are included.

If you plan to use my 11x17 handouts, go to a real printer (not copy center) and print enough for the district. Read printing tips here: <http://karenstorey.com/PATHWAYS/16-PrintYourOwn.htm> Office Depot/Staples/Office Max will charge about \$6 for my handout (4-11x17 pages plus an insert), while a real printer will charge about \$1, probably less for a volume run of a few hundred.

I also have a Pocket Guide to Pathways. This was created to briefly explain Pathways to those who missed training, for new members and for guests. It is a simplified explanation of Pathways. If you decide to pass these out- consider including it in the print run mentioned above. It will cost less when done together. If you don't want to pass these out, just refer attendees to its existence on the website.

<http://karenstorey.com/PATHWAYS/16-PocketGuide.htm>

I know this is a lot of information. Find someone who is willing to coordinate the Pathways effort and go thru all this information and your Pathways rollout will be much more successful.

CONSIDER THIS:

Why not have proactive promotions for Pathways?

Example: Find a Pathways Promoter, someone good with emails and is good at following through on a task.

Coordinate with the Pathways Guides as to when they will conduct training.

1. Reach out to all guides now and ask them to email the Pathways Promoter with a list of Clubs and Dates scheduled for training.
2. Get the list of Guide's emails from the Chief Ambassador or the District Director.
3. Create 2 fliers announcing training – make them colorful and attention-getting, with all necessary details (date, time, location, 2 contact emails and phone numbers. Included in the zip file.
4. One week or so prior to training – send flier one.
5. One – two days before training send second flier.

OPTION – consider developing a drawing for attendees. Include with the email that contains the flier that all Toastmasters who are trained are eligible for a drawing. Give something small, like a \$5-10 fast food gift certificate. Have a drawing once a week or once a month for all attendees. Decide the prize, frequency of drawing, etc. that works for your district.

For question, comments, suggestions, email:

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[Webmaster Bio](#)