

COT Technical Credit is Available for Attending Toastmasters

Requirements for getting the credit:

- **Attend** regularly
 - the GVSU Club #4380 (Allendale) which meets every Wednesday from Noon - 1PM usually in Room 104 Kirkhof Center. Contact Martha Moore at 331-2204 for more details.
 - or the GVSU Downtown Club #8177 which meets every Thursday morning from 7:30AM - 9AM - room varies. Contact Laura Kruisenga at 361-5227 ext 31 for room location or more details.
- **Must complete** the first **5** speeches in the Basic Manual.
- **Proof** that the COT has met both requirements will be provided by the Club President who will submit copies of the Club Attendance Sheet and a copy of the progress chart at the back of the manual to HRO.
- The COT must continue the technical credit process by going to the HRO website and completing the on-line forms.

A **2nd Technical Credit** can be earned by:

- **Attending** meetings regularly and completing the **last 5 speeches** in the Basic Manual.

This is still on the calendar year time frame as noted in the COT union handbook. It's an additional way to earn the Technical Credit.

I would encourage the COT to keep coming and continue working on their speaking skills by working out of the Advance manuals which only have 5 speeches but the key is that person is using the techniques learned in the basic manual and applying them.

Toastmasters participation is good for everyone, not any particular level of faculty or staff member. The skills and poise learned are a plus in every job at GVSU. Therefore, units are expected to sponsor and pay membership costs for faculty and staff in their unit(s). If this presents a financial burden to the unit, the staff member should contact Human Resources for assistance in funding the membership costs.

Benefits of Attending Toastmasters:

1. Helps build the confidence level of speaking in public, whether in church, rotary club, association, etc
2. Great for personal and professional development
3. Helps build better speaking rapport with customers via face to face or on the phone
4. Helps to break the bad habit of saying "ah, uh" and any other verbal abuses.
5. Helps to think faster on one's feet, especially when called upon to do a presentation on behalf of the supervisor or if questioned by administration.