

TIMER

Help our trainers keep to time



Objectives of Role:

- Keep meetings to time (or early) by giving timing signals
- Support trainers to structure their sessions to keep to time

Why does this role exist?

- To ensure the whole meeting, and individual segments run to time
- It helps trainers learn to prepare their segments within strictly enforced time constraints

Process

1. Before the meetings, speak to trainers to fill in the blanks on the Timing Sheet supplied.
2. Utilise the Timing Sheet, and especially the lights and buzzer supplied, to keep meeting to time.

How does this role connect with the Toastmasters Program?

CL: Project 5 (Time Management): Timer



Are there any resources available in the club that might assist you to complete this role?

- Miniature Xylophone
- Jumbo Hand Clackers (p23)
- Lights and Sounds Buzzers (p26)

If anyone goes over time, they get 'beeped' at 30 seconds, again at 60 seconds over.

Start time	Actual Start	Session	Name	Time Limit	Green	Orange	Red	Time taken
1:30pm		Training Warm Up		5 mins			4 mins	
1:35pm		Intro to VET		2 mins	30 secs	60 secs	90 secs	
1:37pm		Training Wheels		39 mins			37 mins	
2:17pm		Feedback		12 mins			10 mins	
2:30pm		Bootcamp Revisiter		5-7 mins	5 mins	6 mins	7 mins	
2:37pm		Feedback		12 mins			10 mins	
2:50-3:04PM		BREAK		15 mins	Call meeting back to order at 3:04pm			
3:05pm		Learning Strategy		15 mins	8 mins	12 mins	14 mins	
3:20pm		Intro to ID Session		5 mins			4 mins	
3:25pm		Speaker to Trainer		20 mins			18 mins	
3:45pm		Debrief		20 mins			18 mins	
4:05pm		Business Forecast		20 mins			18 mins	
4:25pm		Meeting Close		5 mins	3 mins	4 mins	5 mins	

Feedback sessions get a red light 2 minutes before the end of the session, because it generally takes this long to wrap the feedback up properly

Snapshot of the Timing Sheet

Special thanks to Maria for co-authoring this entry