



Leading from the Lectern: How to Use Meeting Etiquette to Preside, Facilitate and Shine with Professionalism and Poise

Sharon Hill

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Toastmaster's etiquette is a unique skill each of us as members develop over our tenure of membership in our organization. It is the attention to small details that sets us apart from the average speaker and helps define us as professionals. Good techniques in Toastmasters etiquette create confidence in speakers and bring kudos from audiences. While meeting etiquette resources are available to all of us online, who has time to research the how-to's when we are filling a critical role in a meeting, especially if it comes as a last-minute request? This short guide is intended to be used as a quick reference so you can always be prepared to step into whatever meeting opportunity arises. Practice and share these tips with those who are looking to truly lead from the lectern with both poise and professionalism.

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