



Suman Shakya, DTM

Program Quality Director (2022-23) | District 41 | Region 13

Dear Trainers,

Welcome to a journey of excellence as a Trainer in Toastmasters Leadership Institute, District 41, Toastmasters International! As a part of the Job-Aid segment of the Training, you are required to share the following resources with the Trainees and explain them how to utilize the same:

- Toastmasters Minutes Template: <https://www.toastmasters.org/resources/club-meeting-minutes>
- How to write Meeting Minutes: <https://www.youtube.com/watch?v=X8BkCpi skQ>
- Process to assign Proxy for the Annual Business Meetings: <https://www.youtube.com/watch?v=MHABNvd53tQ>

For more information, please get in touch with:

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Thanks and Regards,

Suman Shakya, DTM