



## Ah- Counter:

Congratulations on taking this assignment. It will offer you a excellent opportunity to practice your listening skills. By working on this assignment you have the opportunity to help someone else grow their speaking, confidence and self awareness skills.

This “cheat sheet” contains the following:

- Detailed, step-by-step guide on being the Ah- Counter
- A report sheet to record the crutch words during the meeting.

## Introduction to Ah-counter:

The purpose of the Ah-Counter is listen carefully to EVERYONE who speaks during a meeting and give them feedback regarding:

- their common “crutch” or “pause filler” words
- where speakers repeat words and phrases due to nervousness or as a “pause filler”
- where they use hesitation or unnecessary pauses.

## Competent Leader Credits

You can use this assignment to get credits in your own *Competent Leadership (CL)* programme. Please ask your Vice President Education to assign you an evaluator to provide you with feedback on this leadership role. Your assigned evaluator will provide YOU with feedback on your leadership strengths in this role and offer suggestions for improvement the next time you are assigned this role.

This assignment is only relevant to Project 1 – Listening and Leadership so we recommend that everyone select this assignment as part of their Project one choices.

ROLE	Competence	
PROJECT 1	Listening and Leadership	X
PROJECT 2	Critical Thinking	
PROJECT 3	Giving Feedback	
PROJECT 4	Time management	
PROJECT 5	Planning and Implementation	
PROJECT 6	Organise and Delegating	
PROJECT 7	Developing your facilitation skills	
PROJECT 8	Motivating People	
PROJECT 9	Mentoring	
PROJECT 10	Team Building	



## Points to remember

### Before:

- Prepare a brief explanation of the duties of the Ah-counter
- Obtain a copy of the Ah-counter's log or create one on a blank sheet of paper.

### During

- Listen carefully to anyone who speaks during the meeting and record your findings on the Ah-counter's log.
- Your oral feedback session will be allocated between 2-5 minutes depending on the allocation on the programme so be sure to check beforehand how much time you have.
- Some clubs levy small fines for using crutch words, and sometimes even for not wearing their Toastmasters pins etc – if your club does - then be sure to explain this procedure up front.
- Other clubs award a trophy/certificate to the person who uses the most crutch words.
- You may stand at your chair to give your report.
- Try to insert some humour into your report.

### After:

- Hand the Ah-Counter's report to the secretary.
- If your club collects fines then hand over the collection to the treasurer.

### Resources:

- Competent Leader Manual – Page 72
- An Ah-Counter Log.