MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

Kaizen – The Thoughts Café

-A Literary Club Initiative

Vision

To enhance public speaking and humor of the members

To develop their organization, timekeeping, and management skills

To enable networking among the brightest minds/talents

Our Motto

Enthusiasm   **Empathy**   **Expression**

Enthusiasm is the heart of public speaking. Speakers and stakeholders shall be proactive and enthusiastically perform their duties. Members are expected to attend all the weekly sessions enthusiastically, regardless of whether they are a stakeholder for the week or not.

Empathy: Members, speakers, and stakeholders of Kaizen must be treated with utmost respect regardless of their age and positions (for e.g. even if a first year student is given the captaincy role, ever stakeholders yone must report to them with respect). Humour must not involve insulting the oppressed and underprivileged communities.

Expression: Kaizen stands for complete freedom of expression (which does not include hate speeches).

Schedule

5:05 - 5:08 p.m.: Inauguration

5:08 - 5:25 p.m.: Thursday Thoughts (prepared public speeches)

5.25 - 5:45 p.m.: Table topics (one-minute extempore, mono-act, conversation, roleplay, or activities with randomly chosen participants)

5:45 - 5:55 p.m.: Discussion of the Day (on a relevant topic from current affairs/socio-political issues/pop-culture/business/sports etc.)

5:55 - 5:57 p.m.: Report reading by RoD

5:57 - 6:02 p.m.: Selecting the next week's stakeholders

6:02 - 6:05 p.m.: Closing remarks

Stakeholders and Responsibilities

1. **Sergeant of the Day (SoD)**
    i. arrives at 4:50 p.m., ensures venue availability, and arranges the stage and chairs.
    ii. ensures all phones are in silent mode and ensures discipline.
    iii. begins the session at 5:05 p.m. with a round of applause and a warm greeting.
    iv. invites the captain, shakes their hand, and leaves the stage.
2. **Captain of the Day (CoD)**
    i. chooses a few relevant current affairs/sport/business topic or a social issue for the 'Discussion of the Day' session well ahead. Prepares well on the topics and prepares to ask relevant questions.
    ii. meets all the stakeholders on Tuesday using a 'Kaizen Stakeholders" WhatsApp group. Ensure the speeches are prepared and Table Topics Manager of the Day (TTMoD) is ready with activities. Reports to the co-ordinator.
    iii. introduces the speakers and the topics (5:08 - 5:20 p.m.)
    iv. hands over the session to TTMOD at 5:20 p.m. (shakes hands with TTMOD)
    v. hosts the discussion session (5:40-5:55 p.m.). decides the stakeholders of the next session at 5:57 p.m. and presents a short closing remark.

3. **Speakers of the Day** (three persons)
    i. prepare the speech (of about 4 minutes) and rehearses it during the weekends.
    ii. meet online/offline on Tuesdays with the COD and discuss the preparedness.
    iii. presents the speeches one-by-one from 5:08 - 5:20 p.m.
4. **Table Topics Manager of the Day (TTMoD)**
    i. plans the table topics/activities for the day and arranges the requirements of it. Seek help from the coordinator of the Literary Club for the props required.

ii.   meets online/offline on Tuesday with the COD and discusses the preparedness.

iii.   hosts the table topics session from 5:20-5:40 p.m.

5. **Ah-counter (AC)** - (only for prepared speeches)

i.   counts the frequency of the fillers ('ah', 'um', 'er') and overuse of words like 'and', 'well', 'but', 'so' etc.,

ii.   hands over the written report to the reporter of the day.

6. **Stage Presence Evaluator (SPA)**

i.   observes and evaluates body language, enthusiasm, and humor of the speakers.

ii.   hands over the written report to the reporter of the day.

7. **Reporter of the Day (RoD)** (Grammarian-cum-reporter)

i.   critically evaluates the vocabulary and grammar for the prepared speeches.

ii.   prepares a small script with positive aspects of prepared speeches and optionally discusses some common errors to be presented between 5:55-5:57 p.m.

iii.   prepares a detailed report for each speaker with inputs from AC and SPA and passes it to each speaker of the day.

8. **Timer**

i.   keeps the schedule handy and strictly abide by it.

ii.   politely informs COD, speakers, or TTMOD about the time breach for sessions and speeches, and requests them to finish quickly.

Important Note: Members shall arrive at the location on time. Mobile phones must be silent and their usage is prohibited. All members are requested to enter the venue only after a speech is complete.