



DREAMS N MOTION

PUBLIC SPEAKING WORKSHOP
4-29-2017



My Background in Public Speaking

- ▶ Over 1,000 public speaking events, from small teams (10 people) to large audiences (1000+ people)
- ▶ First public speaking was in high school, when an exchange student living in Australia
- ▶ Majority of public speaking was related to my career
 - 1) educating audience and 2) gaining approval for multi-million dollar projects
- ▶ Most important thing learned:
 - Remember, they put on their pants the same way you do, so just relax



Agenda

- ▶ Purpose/Bottom Line Up Front (BLUF)
- ▶ My background in Public Speaking
- ▶ What is Public Speaking?
- ▶ Why is important to learn Public Speaking Skills?
- ▶ Public Speaking
 - Techniques
 - Tools
- ▶ Conclusion
- ▶ Participant Discussion
 - Individual Experiences
 - How do we apply what we learned?



Purpose (Bottom Line Up Front–BLUF)

Provide workshop attendees with a high level overview on Public Speaking principles, techniques and tools. Attendees will be able to use these techniques and tools to be a more effective Public Speaker.

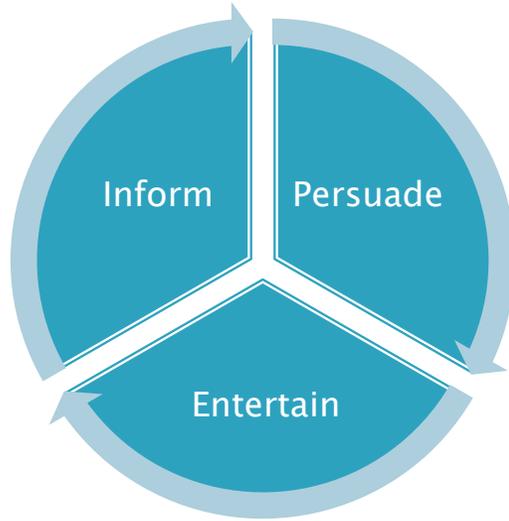


What is Public Speaking

- ▶ **Public Speaking** is the process or act of performing a speech to a live audience. This type of speech is deliberately structured with three general purposes: to inform, to persuade and to entertain.

Public Speaking

Public Speaking:
The process of speaking to a group of people in a structured, deliberate manner intended to inform, influence, or entertain the listeners. (Wikipedia)





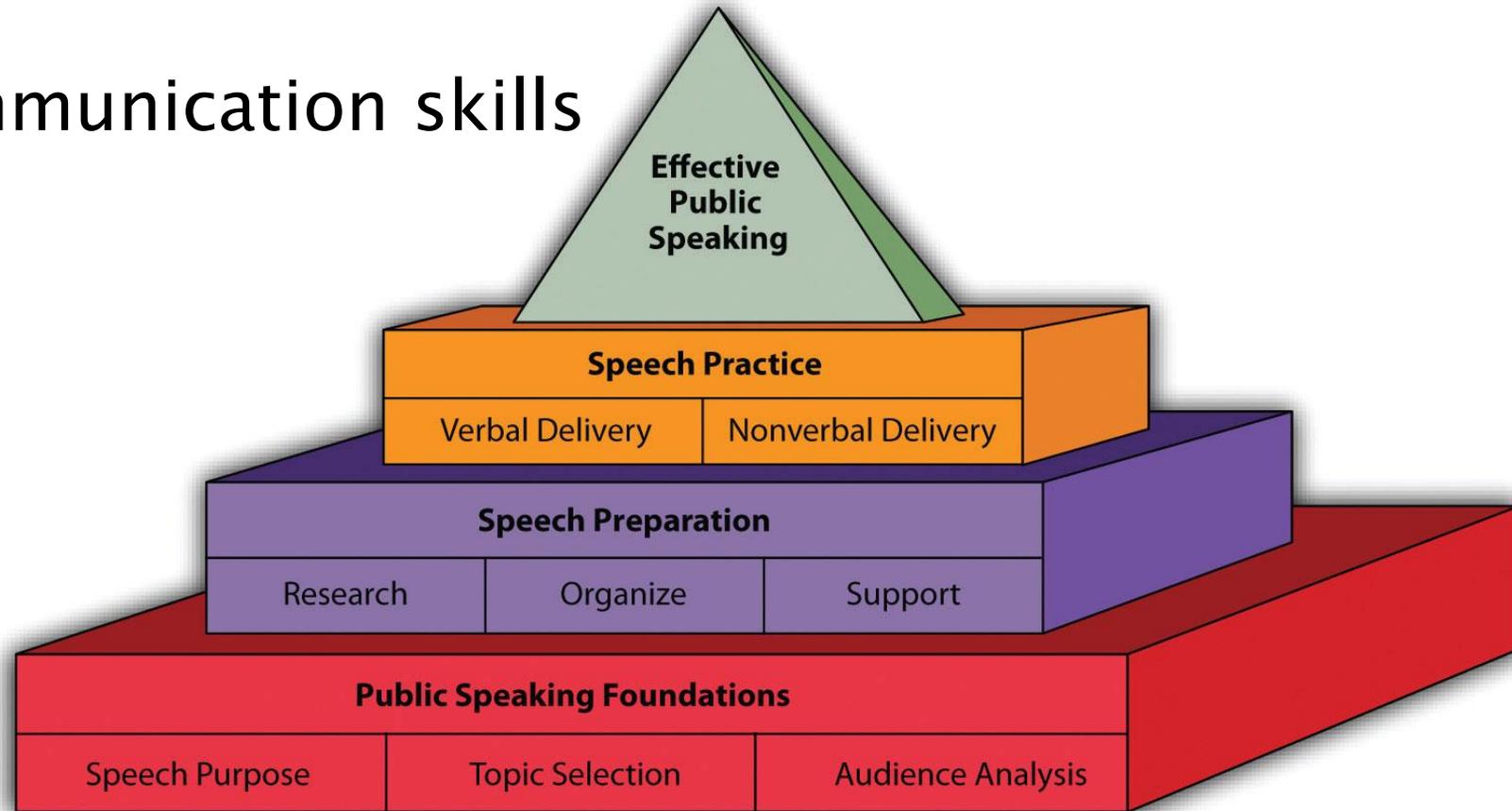
Why is important to learn Public Speaking skills?

- ▶ **It can lead to success in our careers**
 - Most managers or supervisors will have to conduct public speaking as part of their professions
- ▶ **By building good public speaking skills, we can gain confidence, which is a positive impact to other parts of our life**
 - Self confidence in our inter–personal communications
 - Self confidence to achieving other goals we may have
- ▶ **In many educational environments, public speaking is a necessary part of the environment**
 - Giving speeches in front of class mates
 - School organizations
- ▶ **Most important, it allows us to share our ideas with others**
 - We are no longer part of the “silent audience”



Why is Public Speaking important? (cont.)

Reinforces communication skills





Why is Public Speaking important? (cont.)

Active engagement

The Cone of Learning

sparkinsight.com

*I see and I forget.
I hear and I remember:
I do and I understand.*
— Confucius



Source: Edgar Dale (1969)



Techniques

- P**repare -----> Know your material
- A**udience -----> Know your audience
- M**essage -----> What is your message to the audience?
- E**ngage -----> Engage your audience, make them part of it
- T**akeaway -----> Take it home, gain commitments, engage new customers, see the light turned on when they learned something

PAMET



Tools

There are many factors to consider, including

Tell a joke
before you
begin

Get enough
rest

Have “friendly”
participant in
audience

Go at even
pace, don't
hurry

Join clubs i.e.
Toastmasters
to build skills

Body Language



Conclusion

- ▶ **Developing public speaking skills are important to your professional and personal life**
- ▶ **Developing public speaking skills can help you become a more effective communicator**
- ▶ **Use the PAMET process: Prepare, Audience, Message, Engage and Takeaway**
- ▶ **While there are many tools out there, find the one that works best for you**

Its okay to be nervous, just don't let it control you



Participant Discussion