Public Speaking and Facilitation Skills

Leadership on Demand
AGENDA

- Structure of Speaking
- Speech Preparation
- Strategies of a Good Facilitator
- Impromptu Speech and Discussion
PREPARING FOR THE SPEECH

- Start early
- Be on the lookout
- Talk about what you are interested in
- Know the audience
- Organize
STRUCTURE OF SPEAKING

• Introduction
  • Use a compelling hook

• Body
  • Be organized
  • Have quality content
  • Use credible information

• Conclusion
  • Be engaging
  • Wrap-up
PRACTICING THE SPEECH

- Practice
- Get feedback
A FEW DAYS BEFORE THE SPEECH

- Confirm equipment
- Go see your space
THE DAY OF THE SPEECH

- Dress for success
- Plant to get there early
RIGHT BEFORE THE SPEECH

- Focus outward
- Visualize your success
- Relieve tension
DURING THE SPEECH

- Introduce yourself
- Be confident
- Use visual aids
- Speak clearly
- Avoid being monotone
- Use body movement and gestures appropriately
- Talk to the audience as if they are actual people
- Make eye contact with your audience
- Adapt to your audience
- Check in with the audience
What is a facilitator?
DEFINITION OF FACILITATOR

• An individual who helps a team with issues such as communications or problem solving but, typically, does not contribute to the actual content or management of a team's project

• The facilitator should:
  • Ask questions
  • Encourage participation of all members
  • Challenge ideas
  • Ask people follow up questions or to expand
  • Validate opinions
STRATEGIES OF A GOOD FACILITATOR

What does a good facilitator do...
• ...to prepare for facilitating?
• ...to build community?
• ...to start the discussion?
• ...to encourage sharing and participation?
• ...to handle conflict that arises?
• ...to wrap up?
TO START THE DISCUSSION AND ENCOURAGE PARTICIPATION

- Group roles
- Getting the group involved
- Ask questions
- Verbal support
- Non-verbal support
TO HANDLE CONFLICT THAT ARISES

• Side conversations
• People are not talking
• Overly talkative individual
• The complainer
• The clown
• The arguer
TO WRAP UP

- Review presentation
- Reflect on what you learned
Write down a story/event either using a prompt below or constructing your own so that you can tell it to a small group in 1-3 minutes.

- The most amazing thing happened to me a few years back . . .
- My dream job would be...
- If I could meet _____________ , that we be such an experience...
- My new favorite hobby is...
- _____________ is a huge pet peeve of mine...
- So I think that twitter is...
- One time my best friend and I...
- If I had 1 million dollars...
- I’ve always wanted to travel to...
Listen to other participants speeches. As you listen, jot down thoughts in response to the following questions.

- What did the speaker do well?
- What could the speaker have improved on? (Remember: feedback should be **constructive** not **destructive**)

FEEDBACK
Facilitate discussion using the following ideas:

- What worked well for you? What do you feel that you did well?
- What did you notice about other’s speeches? Share your feedback.
- What do you feel you still need to work on?
- How did it feel to present on such short notice?
- If you had more time, what might you have done differently?
- What did you notice about the feedback you were receiving? Giving?
THANK YOU!

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