

# Public Speaking and Facilitation Skills

Leadership on Demand

THE UNIVERSITY OF ARIZONA

Leadership  
Programs



# 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

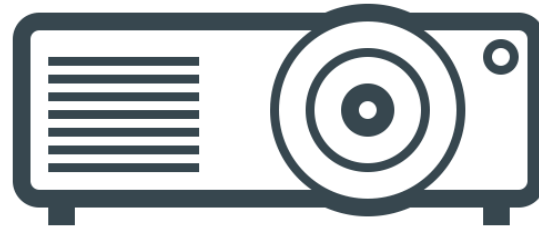
## PRACTICING THE SPEECH

- Practice
- Get feedback



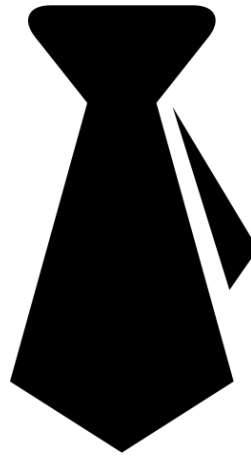
## A FEW DAYS BEFORE THE SPEECH

- Confirm equipment
- Go see your space



# THE DAY OF THE SPEECH

- Dress for success
- Plan 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?



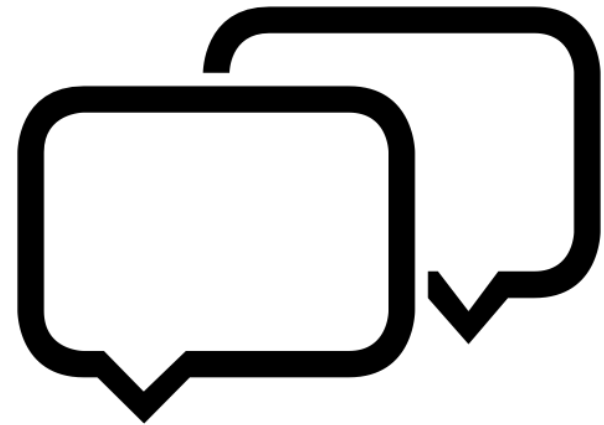
# TO START THE DISCUSSION AND ENCOURAGE PARTICIPATION

- 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



# IMPROMPTU STORYTELLING

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...



# FEEDBACK

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**)

# FACILITATE DISCUSSION

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!**

Leadership Programs  
SUMC 404

[leadershipondemand@email.arizona.edu](mailto:leadershipondemand@email.arizona.edu)

