

Session Three



February 2022

Welcome back! We have been so impressed with your commitment to this program, your community and yourself! Feel proud that you are making the world a better place by working on your speaking skills - and we hope that you have already seen some progress by implementing some of the elements you've learned that make speaking an art.

Today is devoted to the side dishes: PowerPoint Tips, 7 Tips for Knowing Your Content, 6 Strategies for Getting Past Your Nerves, and a refresher on giving feedback. You will also have an opportunity to put everything you've learned so far into practice within the group setting. And it may not feel good at first, so embrace the messiness and discomfort. With the dedication you've already demonstrated, we are certain that you will take your speaking to the next level.

In anticipation,

Barbara

Barbara Gottesman
650-868-0610
Barb@BGCoaching.com



Sarah

Sarah Benenson Goldberg
415-786-6266
Sarah@BGCoaching.com

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“
**COMMUNICATE
WITH
VISUAL LITERACY.**
Make good use
of all the
non-verbal
ways of
communication:
color, shape,
form, texture.

”
MARTY SKLAR,
FORMER DISNEY
INTERNATIONAL
AMBASSADOR OF
IMAGINEERING

PowerPoint Tips

Write your story, then build your slides.

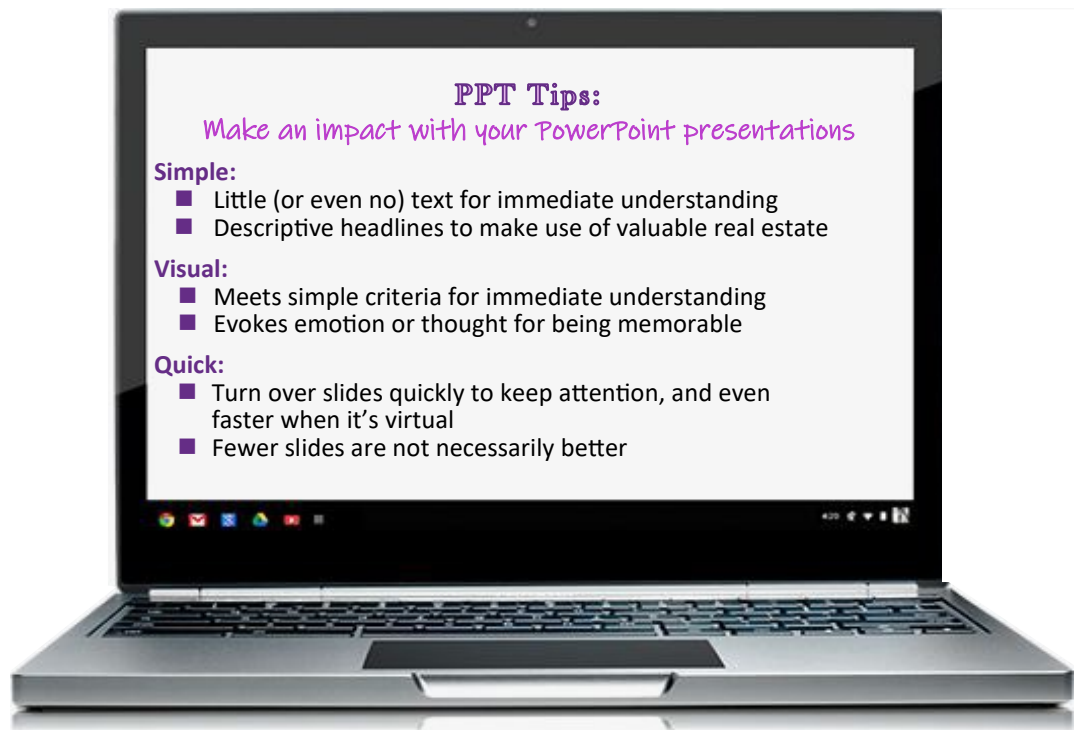


Slides should:

- Support your ideas
- Be visually appealing
- Enhance your message

Slides should NOT:

- Be your script, leave behind or pre-read
- Distract from you
- Be boring



“PRACTICE CREATES
confidence.
CONFIDENCE EMPOWERS
YOU.”
- Simone Biles,
OLYMPIC GOLD MEDALIST

“
Practice isn't
the thing that
you do
once you're
good.
It's the thing
you do
that makes you
good.”
MALCOLM GLADWELL

7 TIPS FOR KNOWING YOUR CONTENT:

1. **Use the Story Flow Guide** for visual imprint.
2. **Only memorize your first 3-5 words, and your beginning and end statements.** Learn everything else in conceptual form only so you don't read.
3. **Chunk into sections** and learn a section before moving on.
4. **Get very clear on your transitions** that lead you from chunk to chunk (maybe even memorize them).
5. **Practice out loud** for better memory.
6. **Record yourself and play it back** often to add another memory aid (auditory).
7. **Practice** is key.

6 STRATEGIES FOR GETTING PAST YOUR NERVES:

1. Be prepared:

I will commit to practicing this presentation this many times over the next four weeks:

2. Be aware of what your Yetzer tells you:

This is what I hear my Yetzer telling me: _____

How true is it? How would my best friend respond? _____

3. Change your thought (Thought + Feeling = Behavior):

Disempowered thoughts: T _____ + F _____ = B _____

Empowering yourself: T _____ + F _____ = B _____

4. Visioning:

This is how I wish to present myself: _____

5. Breathe:

Take 3 deep belly breaths with your eyes closed

6. Begin strong:

The first few words that come out of my mouth will be: _____

FEEDBACK TIPS:

- Make it balanced
- Positive first
- Straight up, no hedging or apologizing
- Be specific

“
**THERE ARE
ONLY TWO TYPES
OF SPEAKERS.**
The nervous
and the liars.

”
MARK TWAIN

INFLUENTIAL MESSAGING: **WORKSHEET**

Topic:

Beginning: Headline

Audience:

What do I know about them?

Middle: Relevance

What do I want them to:

Think:

End: Conclusion & Next Steps

Feel:

Do:

P.R.O.P.S.: (Pictures, Reference, Objects, Parallels, Stories)

INFLUENTIAL MESSAGING: **SCRIPT**

P.R.O.P.S.: _____

Beginning: HEADLINE

Current State
Opportunity
Critical Need

Middle: RELEVANT POINTS

Key Point 1



Key Point 2



Key Point 3

- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____

End: CLEAR CONCLUSION

Desired State
Next Steps
Resolution / Solution

P.R.O.P.S.: _____

FEEDBACK CHECKLIST

BEHAVIORS (your delivery)

Body Language

Posture

- ☐ Sit upright / Stand straight
- ☐ Lean in

Gestures

- ☐ Align gestures with content
- ☐ Cycle between using gestures and resting arms
- ☐ Unhinge elbows for bigger gestures
- ☐ No fidgeting

Expression

Eyes

- ☐ Hold connection (80/20 rule)

Facial Expression

- ☐ Smile or lightness on your face
- ☐ Align with your words
- ☐ Show emotion

Vocals

- ☐ Variation in tone
- ☐ Pace is not too fast or too slow
- ☐ Good volume / not trailing off
- ☐ Show passion
- ☐ Be conversational
- ☐ Limit filler words, apologies, other credibility busters

CONTENT (your message)

Connect

- ☐ Will audience relate to the message?
Is it what they care about?

Concise

Beginning

- ☐ Do you hear a clear headline?
- ☐ Does it hook the audience?

Middle

- ☐ Up to three key points
- ☐ Is it easy to follow?
- ☐ Is there the right amount of detail?

End

- ☐ Is there a clear impact statement at the end?
- ☐ Are the next steps clear?
- ☐ Do you hear how the speaker wants the audience to think or act differently?

Compelling

- ☐ Do you hear one or more P.R.O.P.S. (Pictures, References, Objects, Parallels, Stories)?
- ☐ If referencing a number, does it have a human scale?
- ☐ Do the P.R.O.P.S. make sense?

VIRTUAL SETTING

- ☐ **Lighting** — In front of speaker's face, evenly lit up
- ☐ **Camera Position** — At eye level to feel connected
- ☐ **Sound** — Good volume quality, so the listener is not straining to hear
- ☐ **Background** — Not distracting, whether virtual background or not