

Communication Retreat Preparation Guide

The mind is a wonderful thing. It starts working the minute you're born and never stops until you get up to speak in public.

You'll do well; you're with friends, so relax. You'll be great; I really do look forward to your presentations. The retreat is always challenging and fun, and the presentations are great!

Here is a review of our "communication retreat" projects:

- A.** One 30-second "commercial" on any topic. Please don't exceed 30 seconds. They are often funny but don't have to be.

- B.** One 18-minute (maximum) "sermon" (15–18 minutes is the range).
 1. Concentrate on delivery over the content. Select a Bible passage of your choice but choose one that is very familiar to you. Do not select a scripture that you have to research or requires a great deal of explanation just for the listeners to understand. Instead, pick a straightforward passage that you have passion for. The focus of this exercise is more on communicating truth rather than discerning truth. Both are important, but we'll focus on the former. (We'll save exegesis and hermeneutics for another time!)
 2. Prepare a note-taking outline for each of the guys.
 3. Be sure to include application in your presentation. Also, give practical "to-do's" as part of the application.

- C.** Read *Talk Like Ted* and complete the **Application Guide**.

- D.** Complete "The Art and Skill of Communication" **Study Guide**.

Lesson

Everybody Communicates!

(Not Everyone Communicates Well)

Speeches are like babies; easy to conceive but hard to deliver.

Larry Wilde

An intellectual is a man who takes more words than necessary to tell more than he knows.

Dwight D. Eisenhower

Don't speak unless you can improve on silence.

Calvin Coolidge

The Art of Communication:

1. Communication begins with the ability to _____.

2. Communication is enhanced by substantial _____.

_____ and freedom comes from preparation.

- Start with the _____
- Form the _____
- Develop the _____
- Craft your _____
- Add your _____

_____ comes from time with God.

3. Communication wins in your _____.

- Know your _____.
- Read the _____.
- Make them _____.
- Tell the _____.
- Land the _____.

What is the point of the message?

What do you want each person to _____?

What do you want each person to _____?

a) Know your _____.

b) Don't _____.

c) Keep the _____.

Application Guide

Talk Like Ted

Carmin Gallo

Part I Emotional (Touch the heart)

1. Unleash the Master Within

Passion matters. You can't inspire others unless you are inspired yourself.

Q. How do you cultivate and sustain your own personal inspiration?

2. Master the Art of Storytelling

You simply cannot persuade by content and logic alone.

Q. What constitutes a well-told story?

3. Have a Conversation

Master your content and make it like a conversation.

Q. What are the key elements to make your talk like a conversation?

Part II Novel (Teach me something new)

4. Teach Me Something New

Deliver the content, some known and some new, but always with a new angle, twist or insight.

Q. Why is it important to deliver the content in new, fresh, relevant ways?

5. Deliver Jaw-Dropping Moments

A "holy smokes" jaw-dropping moment need not be large or fancy, but remember, the brain does not pay attention to boring things.

Q. Give 3 examples either from this chapter or talks you've heard of a memorable "jaw-dropping" moment.

6. Lighten up

The brain loves humor and lightheartedness. Humor lowers defenses and makes the audience more receptive. Don't try to be funny, and don't tell jokes. Just deliver light moments that bring a smile to you.

Q. Which 2 of the 5 ways listed in this chapter help you deliver just the right amount of humor appeal the most to you and why?

Part III Memorable (Present content in a way that the hearer never forgets)

7. Stick to the 18-Minute Rule

If you must speak longer than 18 minutes, build in soft breaks with stories, videos, demonstrations, etc., every 10 minutes.)

Q. Why is a shorter talk always better than a longer talk?

8. Paint a Mental Picture with Multisensory Experiences

Anything visual will enhance your talk.

Q. What is your favorite "visual" you've seen PK use in a sermon?

9. Stay in Your Lane

Be authentic, open, and transparent.

Q. What are 1-2 practical ways you can connect with your audience at a heart level?

Study Guide

The Art and Skill of Communication

1. What value do you see in developing your skills as a public communicator?

2. On a scale of 1–10, 1= Calm and relaxed, 10= Full cardiac arrest, how do you feel about standing in front of people making a "speech"?

1 2 3 4 5 6 7 8 9 10

3. Which is more important, content or delivery? Why?

4. In your opinion, what makes a communicator effective?

5. Which is more important, preparing the message or preparing the messenger?

Why?

6. What things "bug" or annoy you when you listen to a speaker that isn't doing a good job?

7. Name a few of your favorite "speakers" and tell why you like them.

Joshua's Men Communication Retreat Speaker's Growth Form

Speaker's Name: _____

1. The main point of the message was:

2. What helped you hear the message?

Keep in mind:

Conviction

Compassion

Creativity

Clarity

Connection

3. What hindered you from hearing the message?

Keep in mind:

Voice variance

Tone of voice

Pacing

Eye contact

Body language

Energy

4. Overall rating of the message (circle one):

And Special Skills:

"More! More!" Bravo!

Storytelling

"Memorable"

Holding Attention

"Interesting"

Humor

"Okay"

"Your next one is sure to be better!"

Your Name: _____

Communication – The Physical Elements

86 percent of communication is visual...so learn this well.

I. Your Voice

A. Level Up

- Speak to the person furthest away.

B. Speed Down

- Clarity

C. Pauses can be golden

- Do what makes the audience comfortable

II. Your Body

A. Weight is evenly distributed on both feet.

Don't slump (feet are shoulder distance apart).

B. Look before you walk.

C. Don't twist your body.

D. Lectern: purpose is to hold your notes, not you!

E. The eyes

1. "Eye-to-eye principle;" never speak without a "pair of eyes."

- Not to the wall, floor, clock in the back of the room.

a. Eliminates distractions and reduces pressure.

- When you scan, you take in all colors, shapes, and sizes distracts your mind.

b. Easier to concentrate and maximize your thinking ability.

- Looking straight at somebody

c. It's more personal.

- d.** Controls nervousness.
 - e.** Keeps you from scanning — sweeping
2. Pay attention to the audience — "read them" with your eyes.
 3. Finish one thought with one person.
 - "Five seconds"
 - "No one else in the room"
 - "I to him," not "I to them."

III. Your Gestures

- A.** Move with a sense of natural freedom.
- B.** Most are not animated enough
- C.** Don't walk off energy.
 - a. Harness nervousness as positive energy — concentrate
 - b. If nervous, stand still
- D.** Two arms are better than one.
- E.** Avoid the telephone booth syndrome.
- F.** SMILE!
- G.** Use definite (firm), complete gestures.