

5 Tips for Public Speaking

1. Prepare and practice

The more prepared I am, the less nervous I am. Research your topic thoroughly and prepare your speech and then practice, practice, practice.

2. Know your audience

Before any speaking opportunity, find out information about the audience. This will help you to tailor your speech to their needs and level of knowledge.

3. Find your lighthouses

Find the lighthouses in the room. They are the people who are engaged and listening to you. Speak to them and they will feed you energy. It works every time.

4. Relax and deliver

Try to overcome your nerves. This was the hardest thing for me to do, but it's important to relax and be yourself. You can use relaxation techniques such as controlled breathing to calm your nerves and making sure you are prepared.

5. Show up with some energy

Unless you're giving the eulogy at a funeral, the people are there because they want to be, and they're hoping for something good to happen. Don't waste their time and yours. Seize the moment – use some energy.

Planning Process Summary Page Template

IDENTIFY YOUR TOPIC



SET A GOAL



FORM A PLAN (WHO, WHAT, WHEN, WHERE, HOW, COST, RESOURCES, AND EVALUATION)



ACT



REFLECT

