

PUBLIC SPEAKING BUILDING CONFIDENCE AND CONQUERING FEARS



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OBJECTIVES

- Identify what makes individuals scared of speaking in public
- Learn to plan for and around stage nerves
- Build communications skills through simple speaking opportunities



OBJECTIVE #1

Identify what makes you feel
less than confident about
speaking in public



CONSIDERATIONS

- Think of the factors that make you most uneasy about public speaking
 - Body Language
 - Knowledge of Topic
 - Keeping an audience's attention
- What nervous symptoms have you had before or while speaking in public?



OBJECTIVE #2

Learn to plan for and around
stage nerves



PLAN AND PREPARE

- Proper preparation and rehearsal can help to reduce fear by about 75%.
- Proper breathing techniques can further reduce this fear by 15%.
- Your mental state accounts for the remaining 10%.

10 STEPS TO REDUCE SPEAKING JITTERS





1. KNOW THE ROOM

- Arrive early and walk around the room
- Stand up front by lectern or podium
- Test out the microphone if using one
- Walk around where the audience will be seated
- Walk from where you will be seated to the place where you will be speaking



2. KNOW THE AUDIENCE

- Try to greet some of the audience and chat with them
- Friends are easier to talk to than a group of strangers



3. KNOW YOUR MATERIAL

- Research topics thoroughly
- Provide specific examples and scenarios to illustrate your point
- Read your material aloud and get a feel for how it sounds as it is explained
- Be mindful and monitor your speed when going over your presentation



4. LEARN HOW TO RELAX

- Sit comfortably with your back straight
- Breathe in slowly, hold your breath for 4 to 5 seconds, and then slowly exhale
- To relax your facial muscles, open your mouth wide and eyes wide, and then close them tightly. Pause and open them again



5. VISUALIZE YOURSELF SPEAKING

- Imagine yourself walking confidently to the podium
- Imagine yourself speaking, your voice loud, clear, and assured
- When you visualize yourself as successful, you will be successful



6. REALIZE PEOPLE WANT YOU TO SUCCEED

- Audiences want speakers to be interesting, informative, and entertaining
- They want you to succeed, not to fail



7. DON'T APOLOGIZE FOR BEING NERVOUS

- Most nervousness does not show
- If you don't say anything, nobody may notice



8. CONCENTRATE ON YOUR MESSAGE

- Your nervous feelings will ease as you focus your attention away from your fears.
- Concentrate on your message and your audience, not yourself.



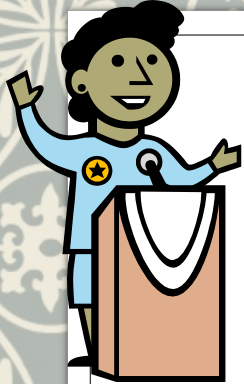
9. TURN NERVOUSNESS INTO POSITIVE ENERGY

- The same nervous energy that causes stage fright can be an asset to you
- Harness it, and transform it into vitality and enthusiasm
- Learn a quick stress-reducing routine for relaxing your neck, shoulder and facial muscles just before giving your talk
- Transform this energy into vitality and enthusiasm in delivering your speech



10. GAIN EXPERIENCE

- Experience builds confidence, which is the key to effective speaking. Most beginning speakers find their anxieties decrease after each speech is delivered.



OBJECTIVE #3

Build communications skills
through simple speaking
opportunities



OPPORTUNITIES ARE ALL AROUND

- Professional Examples:
 - Break down a process in your department and ask a co-worker to listen to you describe it or demonstrate it.
 - Create a procedure and develop notes and explain it to colleagues.
- Personal Examples:
 - Record yourself describing an activity you enjoy outside of work and post a video on your social media.



CONCLUSION

Preparation + Practice =
Perfection

*Remember, he who fails to
prepare is preparing for failure!*