

CompassPoint

NONPROFIT SERVICES

Public Speaking: Liberate Your Voice, Passion, and Story

Facilitated by Kad Smith

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WE BELIEVE...

...in **gratitude**. This means extending our gratitude to our participants, our clients, our partners, our CompassPoint staff, our caterers, and anyone else who enters our doors.

...in our **values**. We are a deeply values-driven organization. Our values of **racial justice, solidarity, radical imagination, place + community, accountability, learning + rigor, collaboration** and **humor + joy** must show up in everything we do.

...in **deep respect**. This means respecting the collective contribution of all the people who have worked together in different ways to co-create this learning space.

WE ARE COMMITTED...

...to **interrupting oppression** in the spaces we convene. We cannot work to counteract systemic oppression while also allowing interpersonal manifestations of oppression to occur without being acknowledged and interrupted.

...to **equitable treatment of our staff**. This means listening to those who have traditionally been unheard, valuing work that has often been undervalued, and making visible all the work that often goes overlooked.

...to creating a **transformative space**. This means we ask that people who enter our space come with a willingness to address their habits, perspectives, opinions, and stances that may limit the possibility of personal and collective transformation.

WE AFFIRM...

...that we will lead **from a place of love**. When conflict arises in our space, out of love for everyone involved, we must address it and acknowledge when harm is done.

...that decolonization of our learning environment is imperative as we deepen our practice of centering **racial justice** and **equity**.

...that **all are welcome in our learning environments**. We invite you to please join us in upholding the intention of the space we are co-creating.

Agenda and Intentions

Today's Agenda

Welcome / Overview

Learning the 4 P's

Let's Practice!

- lunch break -

Preparing our Presentations

Presentations / Developmental Feedback

Next Steps and Action Planning

Group Intentions

- Be fully present
- Stretch out of your comfort zone
- Move up, move back
- Find your own voice
- Observe confidentiality
- Bring your heart as well as your mind
- Lean into giving and receiving feedback

Which group intentions will I focus on today?

Learning Objectives

In this workshop, you will explore and experience the following:

- Learn the 4 Ps framework for Public Speaking: Preparation, Presentation, Personality, and Pronunciation.
- Practice public speaking in your authentic voice;
- Give and get supportive developmental feedback;
- Explore fears and anxieties and develop practices to address them.

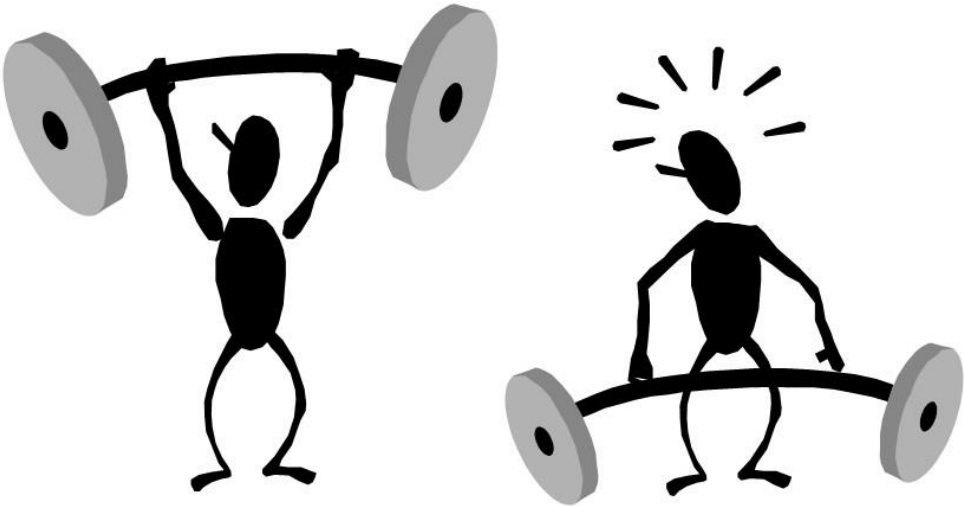


graphic source: <http://www.loudandclearuk.com/recent/public-speaking-beginners/attachment/public-speaking-for-beginners-1/>

Locating Your Strengths

1. Identify three areas where you feel confident and strong as a speaker:

2. Identify three areas where you hope to improve as a speaker:



Channeling the Right Sources of Inspiration

Group Discussion

What did you hear during the discussion around qualities, characteristics, and approaches of various public speakers?

Now, think about what this discussion means *for you* as you look to improve the impact of how you utilize your voice:

The 4 P's of Public Speaking

Preparation

Taking the time you need to feel confident about any speaking engagement.

Personality

How does the real you show up when you're speaking?

Presentation

Stylistic approaches, how you structure your speech, how you deliver it, and designing toward your audience.

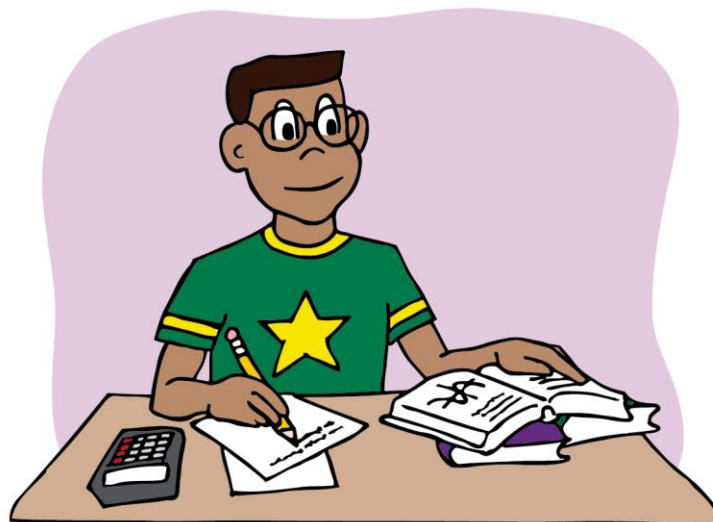
Pronunciation

The tone of your voice, the inflections you choose, the speed at which you speak, and the vocal control you demonstrate.

Preparation

Consider the following questions as you plan for your speaking engagement:

1. **Who** am I speaking to? What is the **context** that I know and can keep centered?
2. What do I hope to get out of this speaking engagement? What's **expected** of me? What do I want folks listening to **think** and **feel**?
3. How much **time** do I have to speak? *(Use this to guide outlining process.)*
4. What research do I need to do? What **information** do I need to share ahead of time or during this speaking engagement?
5. How is this speaking engagement critical to **my work** and/or **personal purpose**?



graphic source: www.abcteach.com

Presentation

Outlining Your Presentation

There are many ways to prepare for a presentation. An essential ingredient for success is outlining what you'll say and when you'll say it. Think of the following three key areas as you focus in:

Introduction

- **Your name and other relevant identifiers.** Pronouns, work title, association to your audience, etc.
- **Why you're here.** Lift up why the floor is yours today.
- **What you're going to discuss today.** Give them just enough insight into what you'll be exploring in your speaking engagement.
- **Getting their attention.** Start off with your audience listening intently. This is sometimes called "the hook" or "the grab". There are many ways to do this, including some of the following:
 - a. Make a provocative statement
 - b. Look for laughter
 - c. Ask for a show of hands
 - d. Use a prop or something visual
 - e. Ask a question
 - f. Use a metaphor
 - g. Use a powerful quote

Core

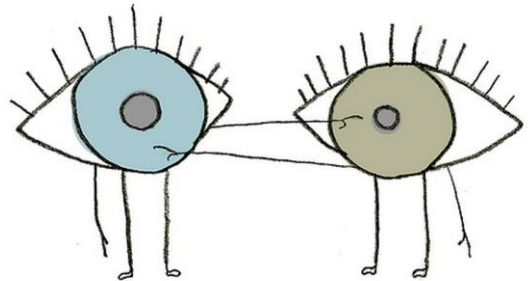
- **Present your ideas.** Don't overwhelm them with more ideas and information than they can track. Keep your focus tight and the data light.
- **Keep your audience engaged.** You can continue to add "hooks" throughout the core of your speech.
- **Other media.** If the space allows, use visual resources or props to supplement your speech.

Closing

- **Revisit Main Ideas.** Your presentation should be concise enough for folks to remember, but you can restate the main theme or ideas for good measure.
- **Call to Action.** If there is a request, use the summation of your main ideas to support you in a call to action.
- **Answer Questions.** If the time or format permits, this is a good time to field any questions from your audience.

Physical considerations for presenting:

- Position in the room / environment
- Eye contact
- Physical posture
- Appearance
- Body language



Content suggestions for presenting:

- **Present with precision.** You don't need filler language. The more direct you are, the more likely people are to remember exactly what you said.
- **Avoid data overload.** Data is important. That said, try to avoid giving too many figures or statistics. People will likely have an easier time following your presentation without these. Data and facts can be used to highlight and emphasize specific points as needed.
- **Cultural Competence.** Avoid making broad assumptions or using language that could be perceived as offensive to your audience.

Presentation – Outline Template

Introduction

(Your name and relevant identifiers, why you're here, what you're discussing today, getting their attention):

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Core

(Present your idea, continued audience engagement – hooks, optional other media):

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Closing

(Revisit your main idea, call to action, optional answering questions *if presentation format permits*):

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-

Personality

The power of wielding your personality and speaking from a “place of I” is one of your greatest tools when addressing an audience. By exploring the ways in which your personality can show up while speaking, you can draw from the confidence within you and invite the audience to have an impression of you that is *distinctly you*.

Consider the following to highlight your personality in your speaking engagement:

- **Speak from a place of I** – whenever possible, connect the ideas you’re presenting in your speech to your personal experiences. You can do this through storytelling, through reflective statements, or through leveraging the vulnerability of being your full self.
- **Utilizing your personality traits** – how do your loved ones (family, family of choice, friends, close colleagues, etc.) describe you? Think about how those who know you best, see you and channel the positive personality traits they would lift up in throughout your speaking engagement.



List three of your personality traits that you'd like to show up when speaking in public (e.g. humorous, openness, optimistic, adventurous, contemplative, etc.):

Pronunciation

When utilizing vocal control during delivery you give yourself the ability to control emphasis and to invoke attention to key points of presentation. Practicing pronunciation and tonal control before speaking will give you a sense of confidence and help you emphasize key points in your speaking engagement.

Consider the following as you practice your presentation:

What is the right volume? When does it make sense to adjust your volume throughout your speech?

Are you a fast talker? If so, build in pauses into your outline and/or time your speech by segment. You want to make sure you aren't unevenly rushing.

How are you using tonal inflection to show emphasis? What are the key statements and words that you need to inflect on?

Are you articulating yourself clearly? If not, what do you need to change so that you are confident you can do so?



graphic source: <http://isilaltay.com/person-speaking-cliparts.html>

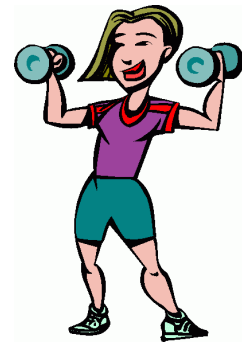
Dealing with Fear



A big part of successful public speaking is overcoming the fears you have and addressing the presence of anxiety. Fear and feelings of anxiety can prevent you from realizing all the things you possess that will build your confidence and set you up for authentic success.

Included here are a few key reminders to help you deal with and overcome your fear:

- **The world won't end – no matter what happens while you're speaking.** It's understandable to be concerned or nervous about a public speaking engagement and to subsequently put pressure on yourself to do your best. But remember the context and what is really at stake. No matter the outcome, it's safe to say that you'll be able to continue forward and have future opportunities to build on what went well and what you can improve.
- **We all get nervous – you're not alone.** The greatest public speakers get nervous too! These nerves are a physiological response to excitement. Instead of negatively responding to them, take a deep breath and use the nerves to remind yourself, **"I am ready for this. I've prepared. I'm more than enough."** Nerves are a sign that your adrenaline is kicking in. Use it!
- **Public speaking is a skill – not just a talent.** Unlike talents, skills can be improved. While some people may seem to be naturally talented in public speaking, the best orators understand that it is a skill that requires time, patience, willingness to get feedback, and commitment to improvement.
- **Be yourself – speak from the heart.** As a wise philosopher once rapped, "Nobody built like you, you design yourself." The more authentic, straightforward, and honest you are while speaking, the greater chance you have of leaving a unique impression on your audience. The impression you leave is one indicator of success that you have a great deal of influence over – just by being yourself!



Listening with Intention

A note on listening with intention:

- With intention to hear others out, it allows us to grasp the full understanding of what others are trying to get across and gives them a feeling that we care.
- Listening leaves the listener and the person being listened to with a full sense of integrity and respect.

Tips for listening:

- Be present
- Release other thoughts/responses/solutions/ideas

Reflection: Who do you tend to listen more, more often to? Who do you tend to listen to less?

Adapted from *Fierce Conversations*, by Susan Scott.

Action Planning and Next Steps

Something to think about:

Something to learn about:

Something to share with a coworker or friend:

Something to bring back to my workplace:

Something I'm going to do to practice public speaking further:

About Your Facilitator

Kad Smith is a project director with CompassPoint. He specializes in delivering CompassPoint's Cohort Leadership Programs and has worked on various consulting contracts.

A native of Berkeley, Kad is a self-described "bay-destrian." His family hails from Texas and across the southern United States. Kad is passionate about community development, social justice, prison reform, and access to economic opportunities in low income communities.



Before joining CompassPoint, Kad worked with the Ecology Center of Berkeley for six years, focusing on community engagement and environmental justice advocacy. Through his work with the Ecology Center, Kad also served as a precinct captain in Berkeley's Measure D Campaign of 2014, which resulted in the historic passing of the first soda tax in US history. Most recently, Kad served as the Co-Director for [Berkeley's Measure Y1 Vote 16 Campaign](#), resulting in California's first authorization of 16 and 17 year olds participating in a municipal election.

He has previously served on the Board of Directors for Berkeley's [Ecology Center](#), the [Berkeley Community Fund](#) and as a City Commissioner on Berkeley's Community Health Commission and Police Review Commission. Additionally, Kad recently concluded his tenure of five years advising for the Berkeley YMCA's Youth and Government program, where he advised young leaders to cultivate skills for a wide range of different types of political engagement.

In his spare time, Kad is an avid reader and writer. He also enjoys outdoor adventures, playing basketball, and watching the Golden State Warriors demolish any and all competition.

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