

## Pain-free Public Speaking

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## Leaders speak



## Speech recipe

- Plan it.
- Cook it.
- Serve it.



## Plan

- Who?
- What?
- When?
- Where?
- Why?



## Cook

- Say--
  1. What you are going to talk about
  2. What you have to say
  3. What you just said



## Structures

- Triple Say
- Past, Present, Future
- Problem, Cause, Solution



## Tips

- Less is more in PowerPoint.
- Keep it simple.
- Find inspiration.



## More Tips

- Use care with quotations.
- Are you really funny?



## Keep their attention: SEE

- **S**tories
- **E**xamples
- **E**nthusiasm



## Even more tips

- Read speech out loud.
- Don't trip!
- Record?



## Serve

- Breathe!
- Smile.
- Eye contact



## Tips continued

- Time to tune in
- Take your time
- Have fun



## Remember...

- Plan (who, what, when, where, why)
- Cook (structure)
- Serve



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