

PUBLIC SPEAKING

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Main objectives:

- Developing skills of public speaking and sharing ideas

During the workshops participants will (specific objectives):

- Reflect on what public speaking is, when do we use it and how being able to express our ideas influence different areas of our life.
- Discuss the theory and tips for public speaking.
- See and analyse different examples of public speeches.
- Prepare and present public speech.
- Learn to give and receive valuable feedback.

Time:

4h

Place:

indoor

Materials:

Stationary – pens, paper (recycled if possible), flipcharts, markers

Equipment – camera, computer, speaker, projector (x2 if there is more than 10 participants)



Course:

1. Introduction

As a warming up exercise, ask participants to share the story of their names. Do they know where their name comes from? Do they have any funny or interesting anecdotes connected with their name? Do they like their name? Maybe they use a nickname?

(If you used the exercise of the story of the name in previous workshops, you can invite participants to say about their hobby or the best trip, the topic is not as important, it's rather about having a step by step introduction to speaking in front of the others).

After everyone shared their story, congratulate them on the first public speech they made during today's workshop. Discuss for a few minutes – what is public speaking? When do we speak publicly (basically every time we speak with other people)? Why is it important to develop public speaking skills? How public speaking skills are related to entrepreneurship and how it can help us implement social projects and businesses or/and become financially independent? How being able to share our ideas influences different areas of our life?

2. The perfect speaker

Invite participants to the second public speaking experience. Ask every person to stand in the middle and introduce herself for one minute, sharing who they are, what they do, what they like, etc. If they want to practise introducing themselves in a particular situation (for example for the parents of the children they want to work with, for volunteers, for potential employer or investor, etc.) allow them to do so.



Don't record anything yet, just check the time and inform them after the presentation how long it took so they start to perceive how long one minute of speech is. After each presentation ask participants to write down what was helpful and what disturbed them in listening. They should not comment on one's performance, rather try to create a general list of DOs and DON'Ts in public speaking. Ask them to start writing only after the one-minute presentation, not during it. Give 20–30 seconds after each presentation to do so. Once everybody has presented, congratulate them again and ask how they feel. If needed, exchange ideas of how to deal with stress. Then, divide participants in small groups of 4–6 people and ask them to prepare the portrait of the perfect speaker based on the notes they made after each presentation and other experiences they have. When finished, create one portrait together on the board/flipchart which will contain advice, suggestions and practices from all groups and your experience as trainer. If needed, comment and present the proper way of, for example, gesturing, etc.

If you have time, you can show participants some short videos with examples of good (or bad) public speeches, for example:

- Al Pacino's speech from Any Given Sunday: <https://www.youtube.com/watch?v=WO4tIrjBDkk>
- Madonna, Woman of The Year Speech: https://www.youtube.com/watch?v=c6Xgbh2E0NM&ab_channel=Billboard

Discuss together what techniques the speaker used, if needed add something to your poster of the perfect speaker.

You can also use How to sound smart in TEDx: <https://www.youtube.com/watch?v=8S0FDjFBj8o>

BREAK



3. Presentations

Invite participants to the third presentation, this time it will be recorded on camera. They can speak about social projects/business they planned before or any other topic which they find useful. Presentation should be no longer than 2 minutes. If somebody doesn't want to work with a camera, you can offer the option of speaking and receiving feedback immediately without recording or recording it for their own use after the workshop and not showing it to others. Ensure participants that you will cancel all the recordings just after the workshop and they won't be published anywhere. If needed, tell participants about benefits of working with a camera, but don't force anybody to do so – it has to be their own, independent decision.

Give participants 15 minutes to prepare and then record all presentations, one by one. Once it's ready, transfer them into the computer, meanwhile discussing how to give good feedback. You can introduce the “sandwich” method for giving feedback (in which we say firstly what was good, then what could be improved and finish again with what was good). Underline that feedback is just a personal opinion of one particular person, it can be accepted or rejected but there is no point to discuss it. The aim of our feedback is to help the person to be a better speaker and only with this intention it should be given.

Once you are sure everybody understands how to give feedback, show the first record. After it, ask the person who was presenting how she feels and what feedback she would give to herself. If needed, ask questions (What was good? What could be improved?). Make sure that each person notices at least one good thing about herself. Then ask if she would like to hear the feedback from others. If yes, invite other participants to share their thoughts. Make sure their feedback is constructive and helps the person to improve her public speaking skills. At the end, share your feedback as a trainer. Ask the person if there is anything she wants to add, but don't let her discuss what she heard. Then, go to the next record and continue till the last.



If the group is bigger than 10 people, you need another trainer, room, camera and projector to do this part simultaneously in two different groups (more than 10 people is far too much to concentrate and give good feedback, you will also not have enough time for it). If the group is small and you have time, after the feedback session you can record the same speech again to see the improvement.

4. Summary

Ask participants about their impressions, thoughts, feelings. For many people, public speaking and receiving feedback is a very emotional experience and it needs to be closed and summarised properly before they come back to their daily life. From our experience, it's one of the most empowering and emotional workshops of all series, which not by chance come as one of the last.

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