



 **THE GUINEA GROUP**

# THE FEARLESS PUBLIC SPEAKER

Workshop Program

NAME:

DATE:

## SESSIONS

### SESSION ONE

At the end of these two days, I would like you to:

- **Be confident**
- **Be calm**
- **Be connected**

### SESSION TWO

Delivering a 10-minute session!

## THE PROCESS



**Courage**



**Conviction**



**Care**



**Capturing**



# WORKSHOP SLIDES

**SESSION ONE**



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Let's watch and learn ...



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## NOTES / REFLECTION

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**1** Courage

Getting Over Fear

"High achievement always takes place in the framework of high expectations."  
— Charles Kettering

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**Fear Vs Danger**

It's not dangerous ...

That I know of ...

<b>FEAR</b>	<b>FEAR</b>
False	Face
Expectations	Everything
Appearing	And
Real	Rise

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## NOTES / REFLECTION

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# WORKSHOP SLIDES

## It's not about you.

**The process**

1. It's not about you
2. For the audience, it's all about you ...
3. If in doubt, revert to 1



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## Preparation Creates Calmness

01	02	03	04	05
<b>Preparation</b> Could you present it without PowerPoint?	<b>Practice</b> Have you delivered it 5 times of more?	<b>Vision</b> How will you feel at the end of the session?	<b>Breathe</b> Have you taken 3 breaths into your tummy?	<b>Focus</b> What will your opening story and words be?
				
1 week	1 day	1 hour	1 minute	1 second

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## NOTES / REFLECTION

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**2 Care**

Prepare to care

"Never treat your audience as attendees (customers), always as partners."  
- James Stewart

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## CRAFT A MESSAGE



What do you want to happen?

What can others learn from you?

What do you believe that no one else does?

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## NOTES / REFLECTION

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# WORKSHOP SLIDES

## USE STORY TELLING

It's all about emotions

- Relevant
- Relatable
- Revealing



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## MANAGE QUESTIONS

Questions make or break your sessions

Great question – “how would you answer that?” (answer a question with a question).

Great question – “let me ponder that one, if that is cool, please” (and make sure you circle back).

Great question – “I have got absolutely no idea, sorry - can I find out and follow up with you after the session, please” (and get back to them).



Be Conversational


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### NOTES / REFLECTION

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**3 Conviction**  
Be a Messiah for the message

"It's easy to stand in the crowd but it takes courage to stand alone..."  
- Mahatma Gandhi

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**Conviction for Connection**  
**Passion for Purpose**  
**Believing for Bettering**  
**Strategy for Structure**  
**Information for Innovation**

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### NOTES / REFLECTION

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# WORKSHOP SLIDES

## Manage Your Emotions

Remember your Amygdala ...

	<b>Self</b>	<b>Other</b>
<b>Awareness</b>	Self-Awareness	Social Awareness
<b>Management</b>	Self-Management	Relationship Management

Be Controlled



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**Have Go Tos!**

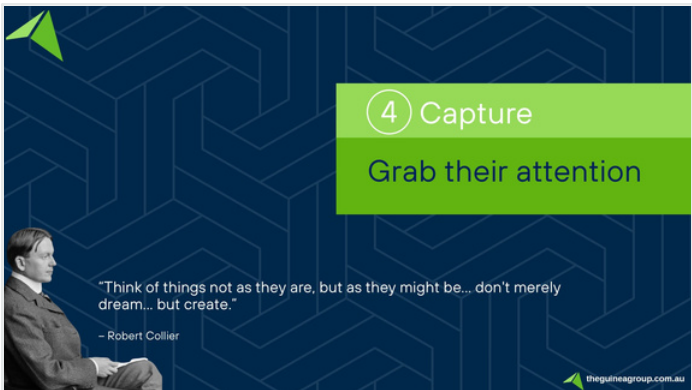
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## NOTES / REFLECTION

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**4 Capture**  
Grab their attention

"Think of things not as they are, but as they might be... don't merely dream... but create."  
- Robert Collier

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## Your slides should be ...

"Better than you"  
Make your PowerPoints colorful



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## NOTES / REFLECTION

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# WORKSHOP SLIDES

## Learn More

And, it doesn't have to be reading ...



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## Value their Time

Because they do (or should)

- Make a commitment
- Stick to it
- Value your own time



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### NOTES / REFLECTION

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## Find your Flair

#### 1. Introduction

- What is your first story?
- What is your presentation's aim?
- Why does it matter to your audience?
- What are the main points your audience should remember afterwards?
- Why should they listen?


#### 2. Story Telling

- Main points should be addressed one by one with supporting evidence and examples, and stories
- Links should be clearly stated between ideas, and you must make it clear when you're moving onto the next point
- Allow time for people to take relevant notes and stick to the topics you have prepared beforehand rather than straying too far off topic

#### 3. Summary

- What were the main points you want your audience to remember
- Thank your audience
- Close out with a strong statement

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## SESSION TWO

Delivering a 10-minute session!

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### NOTES / REFLECTION

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# WORKSHOP SLIDES



**ACTIVITY**  
*Time to prepare your talk!*

- 1. Experience**
- 2. Evaluation**
- 3. Explanation**

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**Presentation Delivery – Part 2**

So much fun?

- 10 minutes
- Your lived experience
- With 1–3 key messages

Everyone has a story...

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NOTES / REFLECTION

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**ACTIVITY**

*Where to from here?*

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**Any Questions?**

We're here to help

*We exist to support leaders to upgrade their mindset, upskill their leadership, and uplift their teams, to create psychologically safe and high performing teams!*

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 theteam@theguineagroup.com.au

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NOTES / REFLECTION

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## NOTES / REFLECTION

A large area for notes or reflection, consisting of 20 horizontal dotted lines on a light green background.

## NOTES / REFLECTION

A series of horizontal dotted lines for writing notes or reflections.

## NOTES / REFLECTION

A large area for writing notes or reflections, featuring a light green background and horizontal dotted lines.



## ANY QUESTIONS? WE'RE HERE TO HELP

We exist to support leaders to upgrade their mindset, upskill their leadership, and uplift their teams, to create psychologically safe and high performing teams!

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