



## **Public Speaking & Facilitating a Discussion – Part 1 & 2**

### **OVERVIEW**

***The most engaging presenters understand the importance of speaking with a balance of logic and passion to provide persuasive presentations that connect with their audience. You must have skills necessary to justify the public purpose of a project, program or activity.***

***Effective facilitation creates an environment that allows individuals to fully express themselves within a group. Leading these discussions means having the ability to hear different perspectives through meaningful conversations while creating dialogue and solving problems.***

### **LEARNING OBJECTIVES**

- ***Design a persuasive presentation that is easy for your audience to follow***
- ***Structure your ideas clearly and concisely to provide a compelling message***
- ***Create dialogue around surfacing issues and ideas***
- ***Collaborate on new processes and solutions***

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Scott started his career as a sales manager while also training and speaking on the topic of influential communication. He has done post-graduate work in ontology following his BBA in Management. He is also a firefighter with Excelsior Fire District and a leadership development instructor for the Minnesota Board of Firefighter Training and Education.

Scott's experience involves several industries as well as many different organizational and personality types. He has worked with people of incredibly varied backgrounds including Maasai tribes in Tanzania, executives in corporations, and leaders in health care, non-profits, schools, local and federal government.

# Rule of Three

*“If you can’t explain it simply, you don’t understand it well enough.” - Albert Einstein*

Chunking information down into topics is a very widely used communications technique. This is an excellent format for organizing talks, planning a meeting on the fly, leaving voicemails, and responding effectively in a variety of situations.



The **Rule of Three** usually takes the following form:

- Reasons
- Situations
- Items
- Possibilities
- Facts
- Tasks
- Points
- Issues
- Areas
- Considerations
- Elements
- Topics

**Subject / Question:**  
*What are some of your favorite things to do outside of work?*

forecast

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

recap

**Subject / Question:**  
*What are some of the most important aspects of your job?*

forecast

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

recap

**Subject / Question:**  
*In your opinion, what are the traits of an excellent leader?*

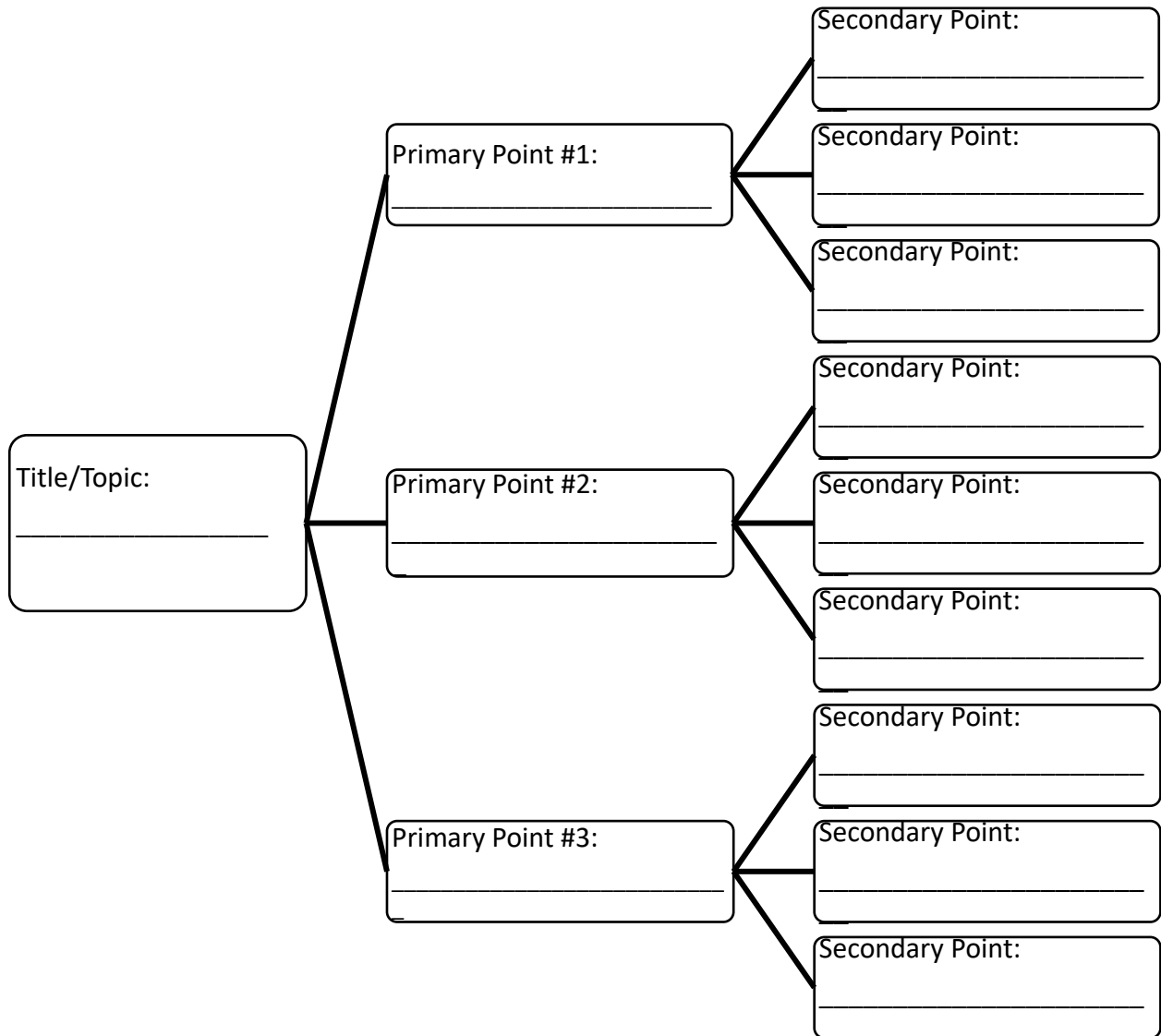
forecast

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

recap

# Presentation Outline

## 3 x 3 Framework



- 1) *Define the issue/idea/problem*
- 2) *State the implication/consequence*
- 3) *Explain the significance/importance*

# Supporting Information

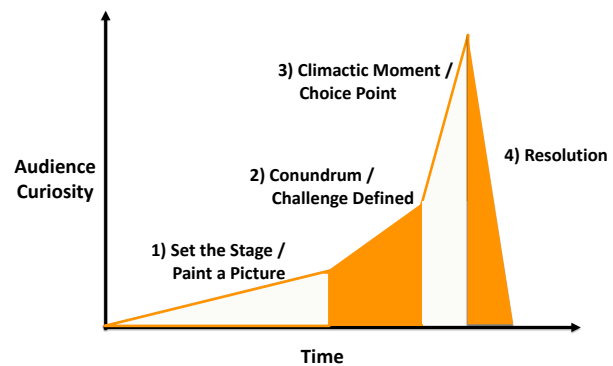
## Objective information:

Facts & Figures  
Statistics  
Charts  
Tables  
Surveys & Studies  
Timelines  
Flowcharts

## Subjective information:

Expert Opinions  
Quotes  
Testimonials  
Videos  
Examples  
Stories

### Components of a Story



## What's the Solutions to Nervousness?

- Keep Perspective
- Breathe
- Organize
- Reframe
- Imagine
- Practice

# Presentation Presence

## Voice

- **Volume** – *Speak louder than you think is needed and project to fill the room.*
- **Vocal variety** – *Change the sound of your voice and tones as you speak.*
- **Pace** – *Most speakers talk too quickly which results in filler words.*

## Eye Contact

- **Start with the “friendlies”** – *Focus on the people that are engaged with you.*
- **2 seconds per person** – *Not too quick and not too long.*
- **Swing 180 degrees** – *Make sure you connect with all areas of the room.*

## Posture

- **Stance** – *Command the room with a confidence stance.*
- **Movement** – *Don’t distract by leaning, rocking, pacing or wandering.*

## Gestures

- **Hand gestures** – *Loosely place hands at “neutral” and then do what’s natural.*
- **Facial gestures** – *Practice in front of a mirror.*

## Energy

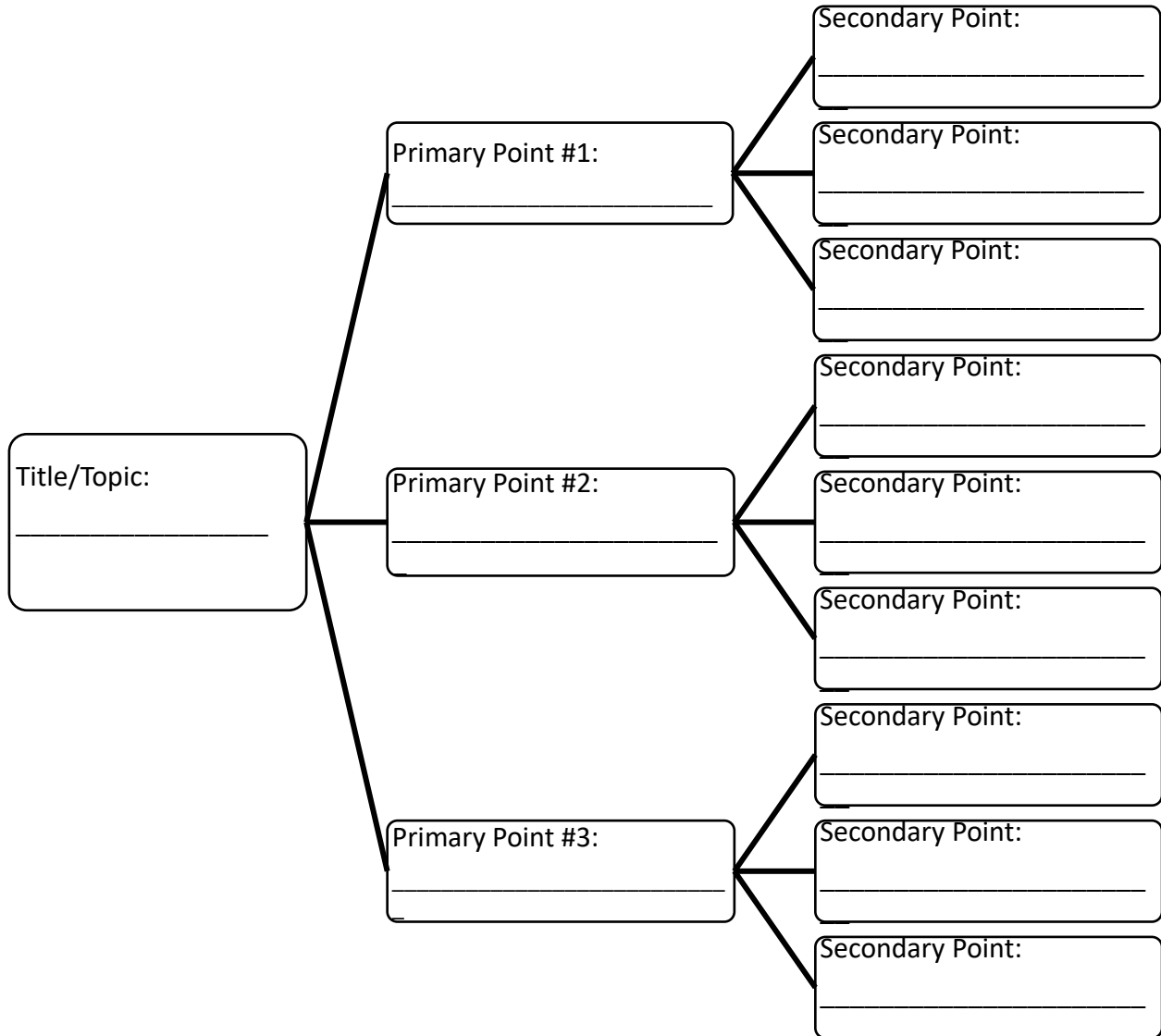
- **Perspective** – *It’s not about perfection; it’s the transference of enthusiasm.*
- **Intention** – *What do you really want your audience to understand?*

## Visuals

- **Slides** – *Use pictures, graphs, timelines, animations, etc..*
- **Short phrases** – *Only 3-4 points per slide.*
- **Position** – *Stand at a 45 degree angle to the screen.*

# Opening Remarks

- Opening Thoughts
- Rhetorical Question
- Shocking Statistic

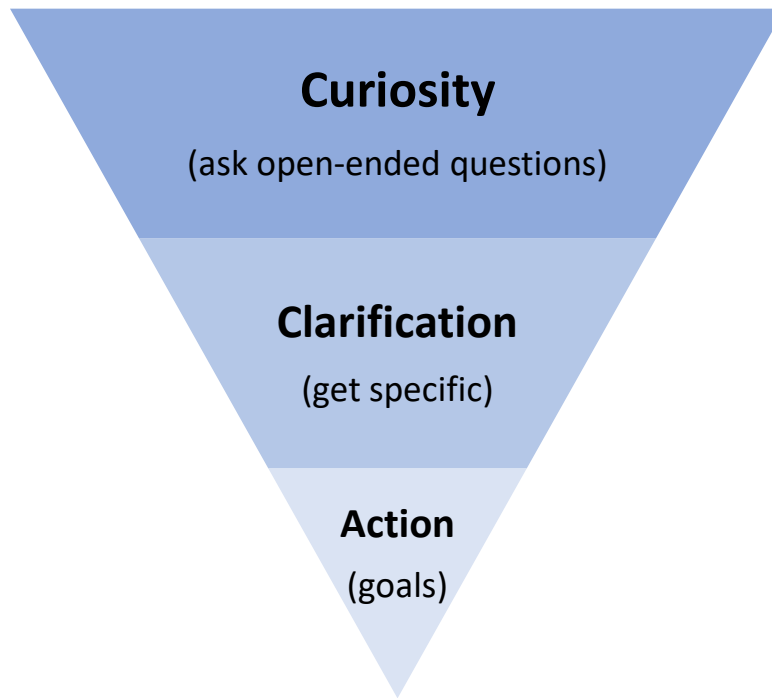


# Closing Remarks

- Final Thoughts
- Encouragement
- Summary

# Facilitating Perspectives

*"Conversations are the goal. They are the solutions for real growth within your organization." - Jeanne Malnati*



*"The important thing is not to stop questioning.  
Curiosity has its own reason for existing."  
- Albert Einstein*

## **CURIOSITY**

- Follow the energy and emotion
- Let your questions come to you naturally as you get curious about their situation

## **CLARIFICATION**

- Clarify and confirm understanding of their situation
- Suspend your opinions and solutions

## **ACTION**

- Set expectations and goals
- Do what? By when? With whom?

# Perspective Form

<b>Primary Focus</b>	<b>What's Working</b> <i>“What I Like”</i>	<b>What's Not Working</b> <i>“What I Don't Like”</i>	<b>What's Needed</b> <i>“What I Want”</i>



# Presenting a Solution

