



# PUBLIC SPEAKING IN A LEADERSHIP ROLE

## ✓ SPEAK EFFECTIVELY

### • Practice makes it perfect.

- Write down what you want to say, and if possible, rehearse how you will say it before hand
- Avoid verbal fillers, for example, Ah, um, like, you know, OK.

## ✓ KEEP THE MEETINGS TO THE POINT

### • Always have an agenda or an outline.

- Create a concise, structured agenda and have stated goals and time limits.
- If possible, share the agenda with the group ahead of time.
- Referring to an outline can prevent items from being forgotten in a meeting.
- Discussions can move on from one to the next a lot smoother and quicker.
- Suggestions and other notes from the meeting can be written in the margin of the outline.

### • Start with an overview. Make sure to mention:

- Reasons for the meeting.
- What needs to be accomplished at the meeting.
- How long the meeting will be.

### • Watch your time.

- Make sure to know how much time you have in a meeting.
- Write down on the agenda how much time you'd like to spend on an item. Then note how long each item took to discuss for future reference.
- Don't try to accomplish too much in a limited time. When a lot of things need to be addressed, consider having a series of shorter meetings to address each item separately.
- Several shorter meetings may be more effective than a few long meetings.
- The group will be more focused and less tired in short meetings.
- More members may be able to attend shorter meetings rather than long ones.

## ✓ TAKE CONTROL OF THE MEETING

### • Let both sides talk.

- When discussing a controversial issue, it is important to let both sides have equal amounts of time and attention to present their ideas.
- Make sure that each side is respectful to the other side when debating.
- When appropriate, make sure that the mood is informal enough so that everyone is able to participate in the discussions.

### • Keep an Eye on the Clock.

- While it is important to let other members contribute to the discussion, consider ways to politely stop those members who interrupt the course of the meeting.
- Make sure that the discussions stay on topic, and be able to stop those who go off onto tangents.

At the end of the meeting, jot down some notes about what worked and what didn't. Consider talking to administrators or faculty on campus about strategies to address any issues that arise in meetings or to resolve conflicts. Consider being videotaped by a Public Speaking Tutor. It is a most effective way to see your speaking strengths and weaknesses and consider areas for improvement.