



**Stand & Deliver:
Become a Dynamic Public Speaker
2014 NALP Conference
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✓ Overview

During this interactive and engaging workshop using experiential learning techniques and exercises, you will:

- Discover tips to improve oral and nonverbal communication styles.
- Learn how to engage the audience, establish credibility, use humor, and let your own unique personality and style shine.
- Increase speaking confidence.
- Develop techniques for mastering Q&A.
- Learn how to handle speaking snafus, such as interruptions, hecklers, technical difficulties, etc.

✓ Roadmap

- Module 1: The Art & Craft of Public Speaking
- Module 2: Crafting the Presentation
- Module 3: Delivery - Communication
- Module 4: Delivery - Connection
- Module 5: Expect the Unexpected
- Module 6: Putting it All Together
- Skill Check
- Practice Makes Perfect

Module 1: The Art & Craft of Public Speaking

What is Public Speaking? Purpose & Aim

Elements of Public Speaking

Effective Orators

Overcoming the Fear of Public Speaking

Module 2: Crafting The Presentation

1. CONTENT

Types and Lengths of Presentations

Creating the Presentation

- Brainstorming/Research Stage

- Writing Stage

- Rehearsal Stage

Where and How To Source Content

Copyright Issues

Visuals/Slide Tips

II. PRE-ENGAGEMENT

Speaker Intake

- Audience

- Presentation

Speaker Tools

Speaker Introduction

Pre-Speaking Rituals & Practices

III. SETTING AUDIENCE EXPECTATIONS

IV. STRUCTURE OF PRESENTATION

Start with a Bang: The Opening

Give Them the Content: The Body

End Strong: The Closing

EXERCISE: CREATING YOUR OUTLINE
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Outline

- Opening
- Introduction
- Content Point #1
 - Elaborate - using either a sub-point/story/example/exercise
 - Elaborate
- Content Point #2
 - Elaborate
 - Elaborate
- Content Point #3

- Elaborate
- Elaborate
- Summary of Content: Sum up main points, motivate to action
- Closing

Module 3 – Delivery: Communication

Mehrabian Formula of Communication = 7%/38%/55%

I. VERBAL COMMUNICATION

Diction

Pronunciation

Inflection

Vocabulary

Fillers

Vocal Diversity

Volume

Quivering/Cracking

Speed

EXERCISE: THE POWER OF VOCAL DIVERSITY

II. NON-VERBAL COMMUNICATION

Visual Image

Eye Contact

Facial Expressions

Hand Gestures

Posture/Stance/Arms

Dealing with Notes

Module 4 - Delivery: Connection

I. TAILORING CONTENT AND DELIVERY TO THE AUDIENCE

II. THE ART OF ENGAGEMENT

Connection & Entertainment

Story Telling

EXERCISE: CHOOSE YOUR SIGNATURE STORIES

Your Signature Stories

Humor

Authenticity

III. CONNECTING USING TECHNOLOGY

Module 5 - Expect The Unexpected

I. HANDLING DISTRACTIONS

II. IMPROVISING

III. MASTERING Q&A

IV. UNCOOPERATIVE AUDIENCE MEMBERS

V. TECHNOLOGY SNAFUS

Microphone Problems

AV/Tech Tools Problems

☑ Module 6 - Putting It All Together

I. INCREASE SPEAKING CONFIDENCE

II. CONSTANT EVALUATION

Post-Speaking Rituals & Practices

Skill Check

How ready are you? Assess your strengths & weaknesses.

____ Content

____ Structure

____ Delivery

____ Verbal

____ Non-Verbal

____ Connection/Engagement/Entertainment

____ Confidence

Practice Makes Perfect

About Your Presenter

Lisa Montanaro is President of Lisa Montanaro Global Enterprises, LLC, founded in 2002, which offers productivity consulting, success coaching, business strategizing, and speaking services to individuals and organizations. Her online learning platform, www.LMGUniversity.com, provides courses to improve people's lives, businesses, and careers.

Lisa has a unique background, having traveled the path of a performer who didn't want to be a "starving actress" so said no to Broadway, worked as an instructor and interpreter of the Deaf to put herself through law school, and became a lawyer specializing in employment law for 9 years. She then "defected" from the practice of law and started her business on the heels of the 9-11 tragedy.

She is a member of the National Speakers Association, and delivers keynote addresses and workshops on productivity, peak performance, life-work balance, branding, entrepreneurship, public speaking, and career development to corporations, associations, law firms and law schools.

Lisa received her BA in psychology, speech and political science from Hofstra University, and her JD, *magna cum laude*, from Pace University School of Law. She has completed numerous advanced training and certification programs in mediation, career counseling, organization and productivity, transformation and life coaching, public speaking, entrepreneurship, business development, and more.

Lisa is dedicated to fulfilling her purpose of helping people live more successful and passionate lives and enjoy productive and profitable businesses and careers. She is the author of the book *DECIDE® to be Organized: An Empowering Process for Change*. To find out more about Lisa's speaking, coaching and consulting programs, as well as her books and multi-media products, visit www.LisaMontanaro.com.



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