

Special Training Webinar

# Public Speaking for Beginners

## Based on my personal journey

Delivered by Dr Elizabeth Blakelock, from Citizens Advice



Join us for a special session that will help you gain confidence in public speaking based on the lived experience from Dr Elizabeth Blakelock





# Today we'll cover...

1. Planning
2. Introducing yourself
3. Tone and voice
4. Feedback



# Planning

1. **Reflect** on who your audience is
2. **Pay attention** and reflect on the presentations of others
3. **Experiment** by practicing and getting feedback, not forgetting to build tolerance to watching / hearing yourself







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**Authenticity:** When we are authentic in our communication, others can sense our sincerity and are more likely to respond positively to our messages.

**Integrity:** When we demonstrate integrity, we build credibility, making our words more impactful.

**Love:** goodwill, a sense of empathy, and respect.  
Expressing genuine care for the people we are talking to.



## Collaboration Network

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Collaboration Network

[www.collaborationnetwork.co.uk](http://www.collaborationnetwork.co.uk)

Lets pause



# Exercise 1 - Build an example

1. Identify a project that is on your mind
2. Choose three things you want to communicate about it

This might be a case study, something you wish you'd known when starting your role or your take on a common challenge in your industry



# Introductions

1. Introductions matter
2. An inclusive introduction includes your pronouns and a short description for those who are visually impaired of what you look like
3. Connect your presentation content to your introduction





## Exercise 2 - Introduction

Experiment with this format:

**Name**, pronouns and description

**Change** you want to see

What is **your actual job**

What is the **link to your presentation**



# Voice and tone

Educational, Empathetic, Empowering

1. **Educational:** Instructional, detail-oriented, and analytical.
2. **Empathetic:** Understanding, warm, creating a narrative.
3. **Empowering:** Motivating, inspiring, calling for action.



## Exercise 3 - Voice

Thinking about your presentation, which sections might lend themselves to each type of voice?

1. Educational
2. Empathetic
3. Empowering





# Feedback

1. **Proactively** approach people for feedback. Consider "Stop, Start, Continue"
2. **Reflect** on feedback with authenticity in mind
3. **Watch back** where you can. Consider recording your practice runs.



# Key Points

1. Keep experimenting
2. Think about your audience
3. Be authentic



# Questions on our content

1. Planning
2. Introducing yourself
3. Tone and voice
4. Feedback



# Great resources

Lauren Currie on introductions <https://www.youtube.com/watch?v=4xhe5aVaQhw>

Deborah Francis Wight on Stage fright <https://www.youtube.com/watch?v=IdJbJMUFzZA&t=1s>

Justin Treasure Speak so people will listen <https://www.youtube.com/watch?v=elho2S0Zahl&vl=en>

Amazing if on building careers / skills experiments <https://www.amazingif.com/listen/skills-sprint-experimenting/>

Harvard Business Review <https://hbr.org/2008/11/how-to-become-an-authentic-speaker>