

Leadership Links and Learn

THIS IS A MONTHLY COMMUNICATION DEDICATED TO EDUCATING, EQUIPPING AND ENGAGING MEMBERS TO BECOME BETTER LEADERS WITHIN GFWC

Learning

Communication is an essential key to good leadership. You must be able to communicate your thoughts, ideas and vision to those that you are leading. Many times this will be done through public speaking and a prepared speech. Understandably many people are uncomfortable with speaking before a group but with practice, yes, rehearse in front of the mirror, a prepared speech is the easiest form of public speaking. Always polish and plan what you are going to say in advance. Know your subject matter and your audience. A good quote or a humorous remark is always a good addition. Research has shown that a speech that lasts longer than 20 minutes will lose the audience and the effectiveness of the speech. The more you speak before a crowd the easier it will become. Each time you prepare a speech focus on improving one or two specific skills. You will soon find yourself facing the audience with confidence and enthusiasm!

Presentation Tips from the Pro's

Sheila Shea, GFWC Intl. President

Take a deep breath before you make your opening statement and give it with gusto!

Marian St. Clair GFWC First Vice President

Choose a topic that is important to you and speak from the heart. Organize and edit an introduction that grabs attention, a body of information with 3-5 clearly presented points and a memorable thought provoking conclusion

Trisha Schafer GFWC Director Elect of Junior Clubs

Always make sure the audience has something to take back that will remind

Basics of Prepared Speeches

Clarify the purpose of your speech- why are you giving it, to whom you are giving it and what effect do you want it to have.

Use an outline-it is the backbone of a well-constructed speech. Polish your first sentence and make it effective. Keep the introduction strong and short. Make sure your key thought is clear and understandable to your audience.

Develop the body of the speech. Use the 5 W's of journalism (who, what, when, where, why) and develop these ideas with concrete facts. Narrow the topic to fit your time limits and present your ideas in a clear and logical order.

Develop an effective conclusion. Your closing words will be what are remembered. Make them strong and memorable. Your conclusion is a summary and a restatement of your main point.

After you have planned and rehearsed and rehearsed again, position yourself at the podium, organize yourself. Look at your audience, pause, smile, relax and begin to a podcast.



Link ...to a Podcast

they balance the demands of family and private life.

If you have questions, comments or a leadership activity you would like to share, please send to karenclaydesdale@bellsouth.net

**Happy Halloween,
Karen**

Whether running or commuting, listening to a podcast can be fun and informative. The Women in Leadership podcast has many different segments that address the challenges that women face in leadership and how