

Public Speaking for Introverts

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Next
Opportunity at
Work **2020**

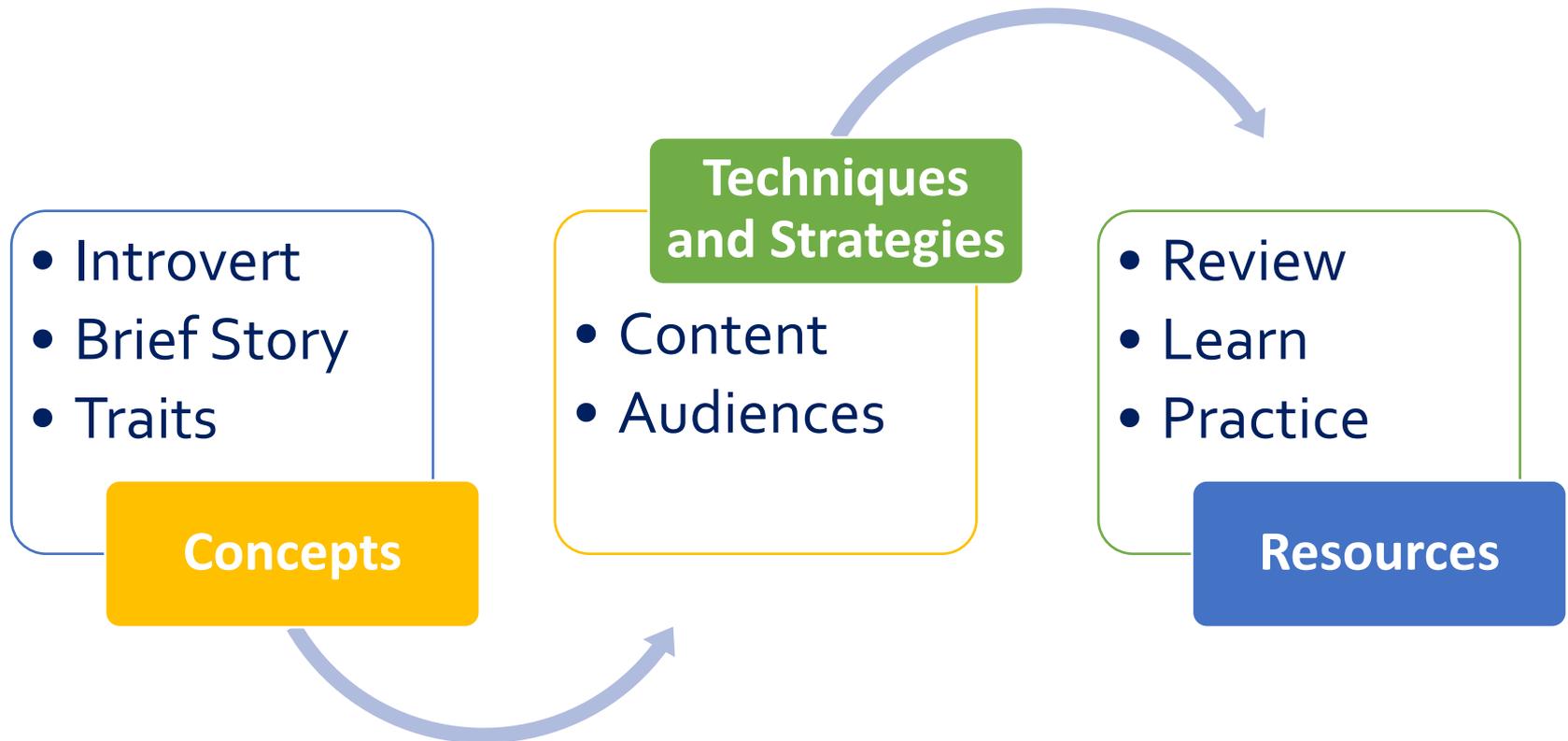
Envision Your Future

Goals

- Project a confident image while speaking in public
- Organize the content for greater impact
- Understand how the audiences evaluate the speaker's confidence and credibility

Agenda

- What does the word 'Introvert' mean?
- I am an Introvert
- The Many Traits of Introverted People
- Techniques for Introverted Speakers
- Content
- Audiences
- Resources



- Introvert
- Brief Story
- Traits

Concepts

'Introvert'

What does this word mean?



I am an Introvert



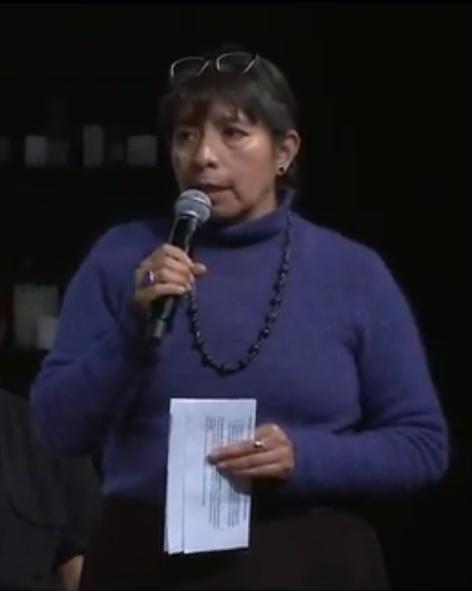
I started easy



After a lot of presentations



I moved towards presenting at work



Action Team Update

Harassment, Discrimination and Bullying: In Progress and Upcoming Items

- **Feedback: General feedback was a need for safety and civility throughout IST**
 - Starting with Ally/Bystander training for all levels
 - We are taking more time in this area to research and explore several other ideas: Safe spaces for sharing, peer to peer counsel, training in mediation for leaders, Anonymous suggestion system. We welcome further feedback.
- **Feedback: We need more diversity in our staff and we need to be more inclusive**
 - Work to get hiring and promotion processes adjusted to build more inclusion (e.g., adjust recruiting practices to have greater reach, update interview questions, etc)
 - We look forward to working with the Equity and Inclusion team
- **Feedback: We are excluding an extremely important part of our own community by not making events accessible**
 - Guidelines/checklist for putting on accessible events will be published on the website.
 - Resources including templates and suggested language, will be provided by OCIO, and a toolkit made available regarding accessible communications

Office of the CIO
Information Services & Technology



Presenting at the IST All Staff meeting as a member of the Action Team
Berkeley Rep Theatre. December 11, 2018

And towards bigger audiences



And sometimes really big audiences



Addressing Bay Area communities at the Climate Justice event. Oakland, CA. November 2015

And sometimes really big audiences



Addressing Bay Area communities at the Climate Justice event. Oakland, CA. November 2015

I am an introvert and I have learned how to speak in public



Presenting at the Santa Rosa Library Native Studies. Santa Rosa, CA, September 2019

PHARMACY

0201

TV cooperative

Open 9am-6pm • 11am

7 days a week



Opening Hours
Monday - Friday
10:00am - 5:00pm
Saturday - 10:00am - 4:00pm
Sunday - 11:00am - 4:00pm

**POLLING
STATION**



The Many Traits of Introverted People



The Many Traits of Introverted People



- When interacting with others
- When working with ourselves
- When communicating

The Many Traits of Introverted People

- When interacting with others

Kind and generous

Respect for others

Very loyal

Great Observers

Great listeners

The Many Traits of Introverted People



- When working with ourselves

The Many Traits of Introverted People

Have the potential to fully know ourselves

Introspective and curious

- When working with ourselves

Intrinsically motivated

Out of the box thinkers

Potential to be highly sophisticated

Inquisitive mind

The Many Traits of Introverted People



- When communicating

The Many Traits of Introverted People

**Open and active
imagination through
reflective thought**

- When communicating

**Prefer writing over
talking**

**Can reflect
before speaking**

POLLS LANE

Stressed or Afraid of Public Speaking?



- Do your homework
- Use stress to your advantage
- Change your mindset

Starting your new path as Public Speaker



- Start easy, be nice to yourself
- Choose an easy topic but a topic you care about or a topic you love
- Celebrate and acknowledge yourself every time you deliver a team update

Starting your new path as Public Speaker



- Practice, practice, practice
- You already are a public speaker. Own it!
- Appreciate your introvertness, you are truly unique

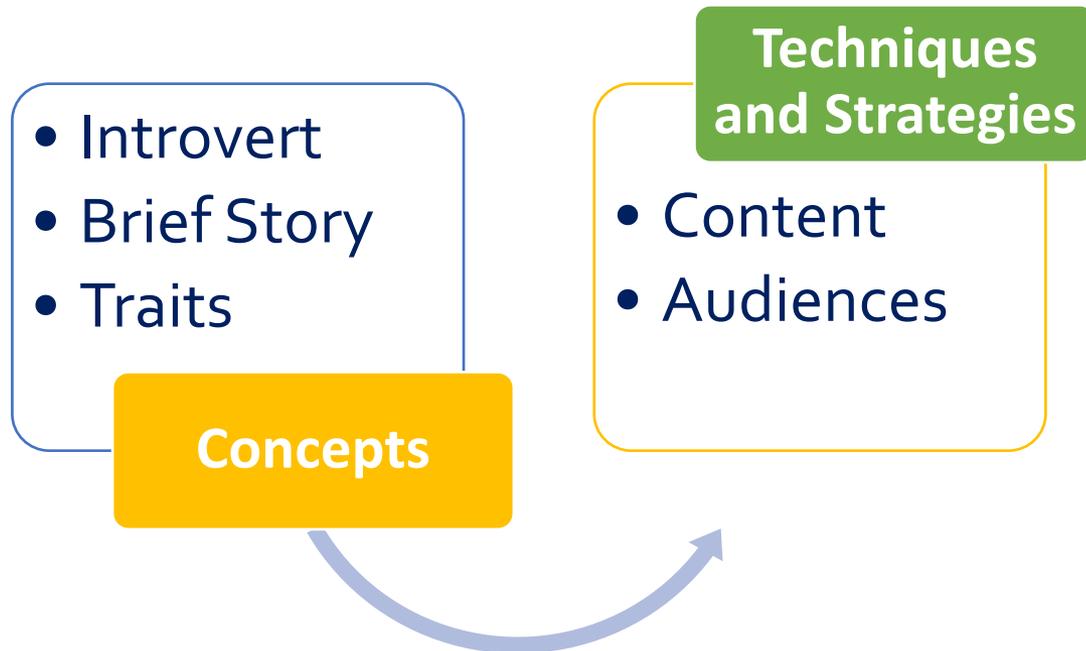
CAR PARKING
FOR
CHURCH USERS
ONLY



WAY IN

**POLLING
STATION**





A woman with dark curly hair, glasses, and a pink scarf is speaking at a presentation. She is wearing a black blazer and holding a small black device in her right hand. Her left hand is open and gesturing. In the background, a projection screen displays the title of the presentation in yellow text.

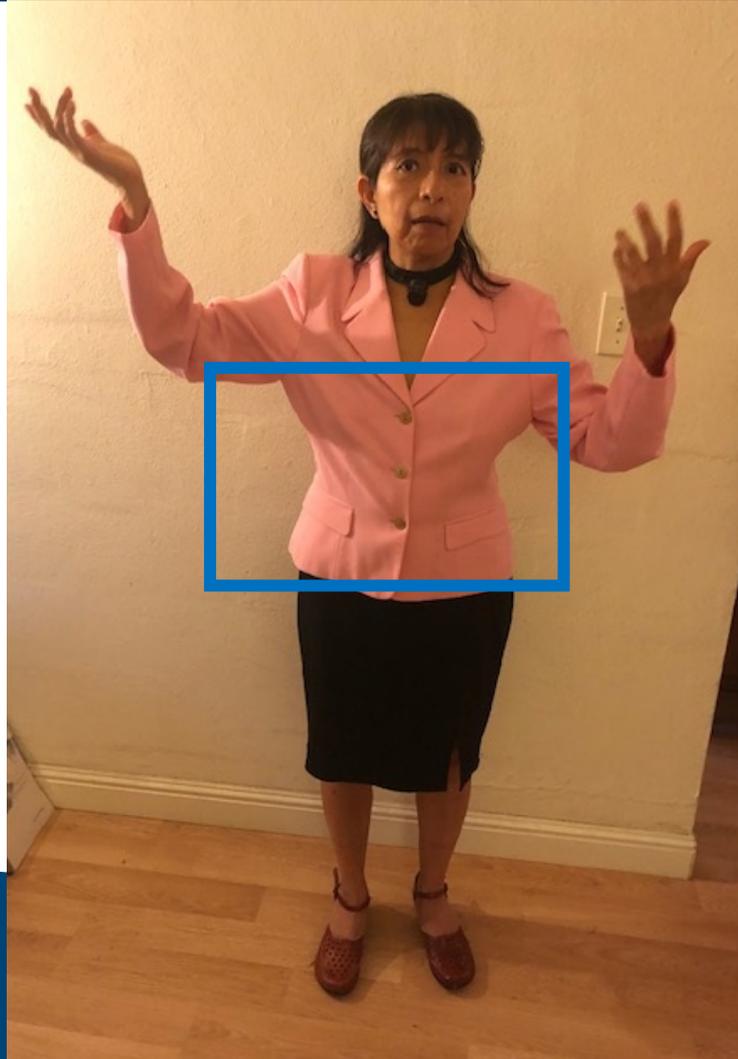
Techniques and Strategies for Introverted Speakers

- The Box
- Posture
- Filler Words

The 'Box'



Out of the 'Box'



Posture



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Filler Words



Um, ah, like, okay, so, kind of, I mean ...

Video Techniques



- Best light possible
- Background
- Your appearance
- Some water to drink if needed
- 'Yes, I can do this!' cheat sheet type

Content



Organizing the Content for Greater Impact



- Worksheet
- Speech Outline

Worksheet



- Topic:
- Audience:
- Demographics:
- Title of speech:
- Time:
- Words:
- Purpose:

Worksheet



- Topic: _____
- Audience:
- Demographics:
- Title of speech:
- Time:
- Words:
- Purpose:

Establish the intent of your speech and its overall message.

Worksheet



- Topic:
- Audience:
- Demographics:
- Title of speech:
- Time:
- Words:
- Purpose:

Have you ever wanted to read minds?

Worksheet

- Topic:
- Audience:
- Demographics:
- Title of speech:
- Time:
- Words:
- Purpose:



Focus on audience demographics

Worksheet



- Topic:
- Audience:
- Demographics:
- Title of speech:
- Time:
- Words:
- Purpose:

Finding a good speech title is hard. It requires the same creative effort as any other element of your speech.

Worksheet

- Topic:
- Audience:
- Demographics:
- Title of speech:
- Time: **5 mins**
- Words: **650**
- Purpose:

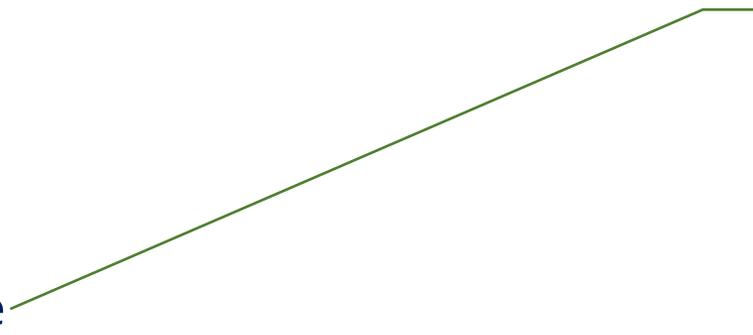


Timing your presentation

Worksheet



- Topic:
- Audience:
- Demographics:
- Title of speech:
- Time:
- Words:
- Purpose



Demonstrative

Informative

Persuasive

Entertaining

Worksheet



- Topic:
- Audience:
- Demographics:
- Title of speech:
- Time:
- Words:
- Purpose:

Speech Outline



- Step 1 - Intro of speech

Here are five ways to open:

1. Present a startling fact
2. Show an interesting picture
3. Tell a funny or serious story
4. Do or say something unexpected, or in an unexpected way
5. Quote someone famous

Speech Outline

- Step 1 - Intro of speech
- **Step 2 - Body of speech**
 - **A. Main idea**
 - B. Supporting idea #1
 - C. Supporting idea #2
 - D. Supporting idea #3

Some tips:

- **Rule of three**
 - **Imagery**
 - **Pronouns**
 - **Poetry**
 - **Jokes**
 - **Key Words**

Speech Outline



- Step 1 - Intro of speech
- Step 2 - Body of speech
 - A. Main idea
 - B. Supporting idea #1
 - C. Supporting idea #2
 - D. Supporting idea #3

Recapture the essence of your speech: your main points and the purpose of why you spoke

- Step 3- Conclusion of speech

Real Life Example



- Step 1 - Intro of speech
 - Step 2 - Body of speech
 - A. Main idea
 - B. Supporting idea #1
 - C. Supporting idea #2
 - D. Supporting idea #3
- Step 3- Conclusion of speech

Audiences



Observing the Audience



- Have an honest interest in them
- Look at their faces. Make eye contact
- Look at their body language
- Feel the audience

How the Audiences Perceive You



- Are you treating the audience respectfully?
- Are you aware of your posture?
- Are you aware of your facial expressions?
- Are you conveying the passion, emotions needed or relevant to the topic you are presenting?

Keep in Mind

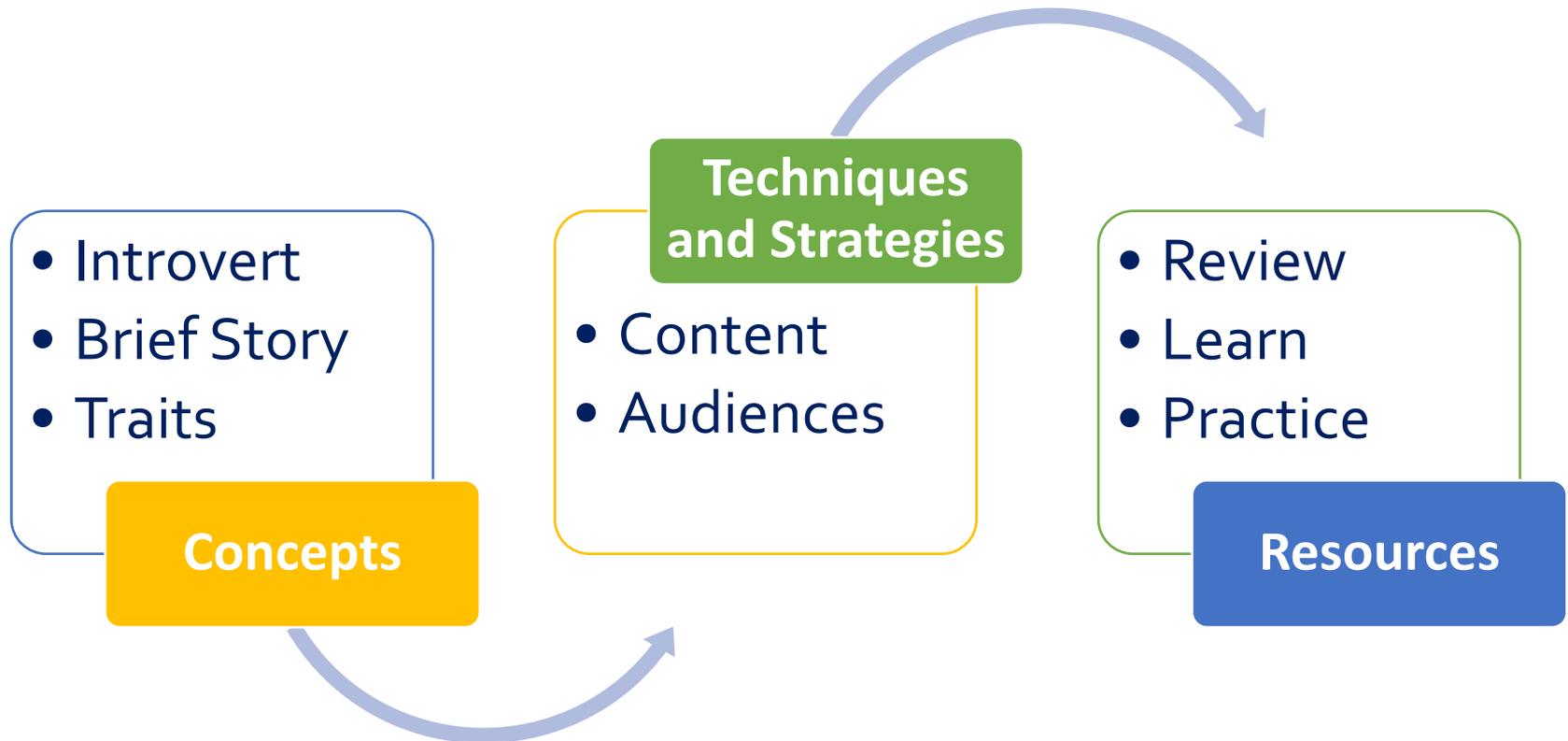


- Audiences always want you to do good
- Audiences always cheer for you
- Audiences feel when they are being treated with respect and when they are not

**POLLING
STATION**
←

DEPARTMENT OF PUBLIC WORKS
ELEPHANT
ROAD





A woman with long dark hair, wearing a black and white striped sleeveless top and matching pants, is sitting in a meditative lotus position on a blue mat. Her eyes are closed, and her hands are resting on her knees in a mudra. The background is an office cubicle with a grey wall, a desk with a coffee cup, papers, and a phone, and a bulletin board with several notes pinned to it.

Meditation/Focused breathings

Dream Work

Healing Remedies

Non-Violent Communication (NVC)

Restorative Justice (RJ)

**Resources
from the
Heart**

Other Resources



- Ted Talks
- Observe other speakers
- Public Speaking bootcamp
- Materials for this workshop

More



- Practice, practice, practice
- In front of a mirror
- Invite friends to see your rehearsals and ask for their feedback
- Record your rehearsals, review the recordings

Materials for this workshop



Document includes information on

Posture

Speech
Outline

Dealing
with Stress

Other
topics

Public Speaking

Public Speaking

Is a beautiful art

Public Speaking

Is a beautiful science

Public Speaking

Is a very powerful skill that can help you advance
your career

In Closing

Thank you very much!

Questions?