

PUBLIC SPEAKING

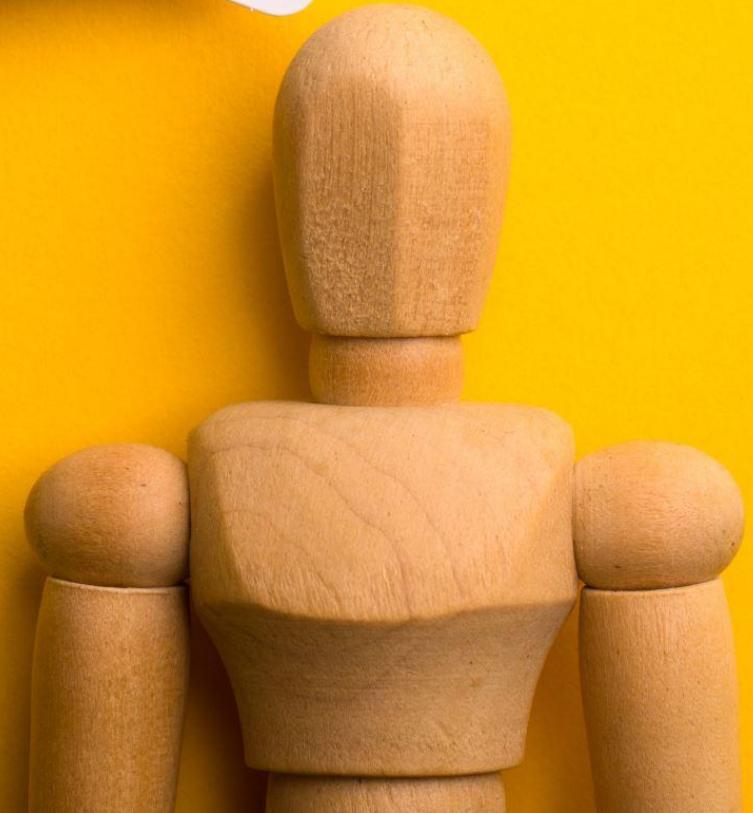
Tina Guillot,
Speaker and Trainer



Are you afraid of
public speaking?



Why is it important?



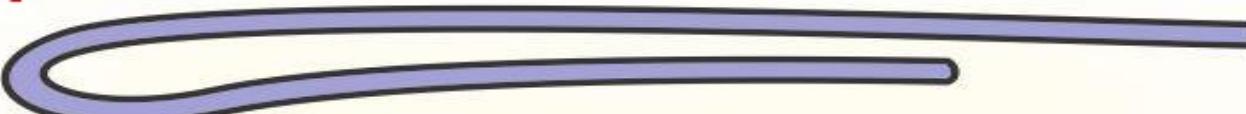
Operation



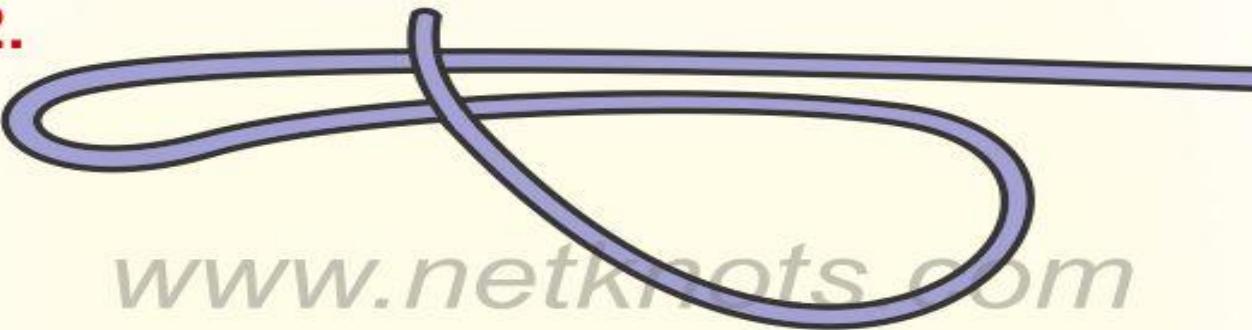
Slip Knot

SLIP KNOT

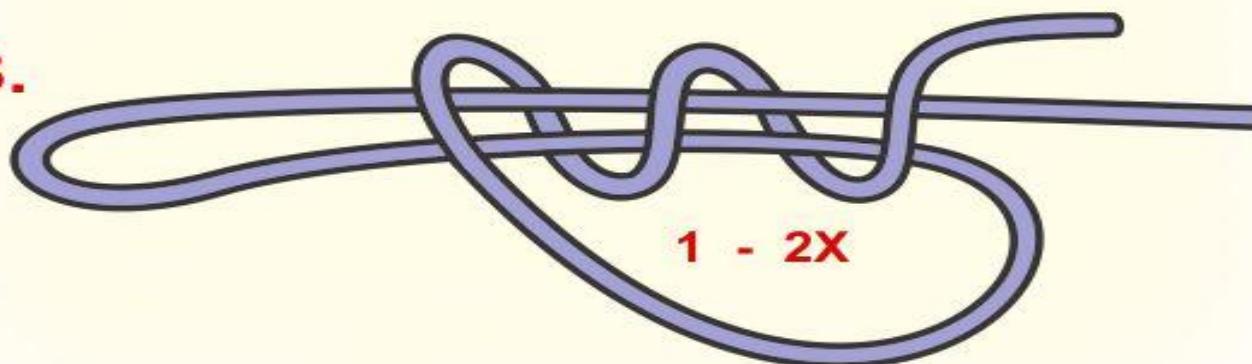
1.



2.



3.



4.



What's the point?

We're all capable of learning when provided with the right tools and support!

How does this relate to public speaking?

The more practice you have,
the better you become!

Prepared (Versus Impromptu) Speaking



Information You'll Need

- Desired topic
- Desired outcome
- Age range of audience members
- Size of audience
- Knowledge-level of audience

Steps



Develop



Rehearse



Deliver

Develop

1

Introduction

2

Body

3

Conclusion

Introduction

- Get their attention
 - Joke or story
 - Question
 - Quote
 - Reference to the occasion
- Introduce your topic
- Establish a relationship
 - Rapport
 - Trust

Body

- Be organized... use an outline to start
- Talk about your key points
- Explain your rationale
- Give examples
- Tell stories throughout (add dialogue)

Conclusion

- Provide closure
- End with fireworks
 - Issue a call to action
 - Unveil a surprise
- Complete the circle
 - Finish a story
 - Restate a quote
 - Add a twist to a joke

Edits

- Read for content
- Read for time
- Revise/Edit as needed

Time to Rehearse!!



Techniques to Rehearse

- Vocal Variety
- Facial Expressions
- Body Language and Gestures

Vocal Variety

- Tone
- Pitch
- Pace
- Volume
- Accent



Facial Expressions

Body Language/Gestures



Let's practice!

- You're being chased by a grizzly bear!
- Your parents won the lottery!
- Your bestie just got grounded and can't go to prom with you!
- Your Dad got sardines on the pizza again!

When you rehearse your speech...

- Read through about 10 times
- Memorize introduction and conclusion
- Practice with outline
- Practice without notes

Deliver

- Listen ahead
- Allow for applause
- Pause before speaking
- Take a deep breath
- Stick to the plan
- Relax and enjoy

A woman with long dark hair, wearing a black sleeveless dress, is smiling and gesturing with her right hand raised. The background is a purple and blue stage set.

Josephine Lee, 3rd place
winner of 2016 World
Championship of
Public Speaking®



Public Speaking Skills...

- Can be learned
- Will make you appear more confident
- Will change the way others see you

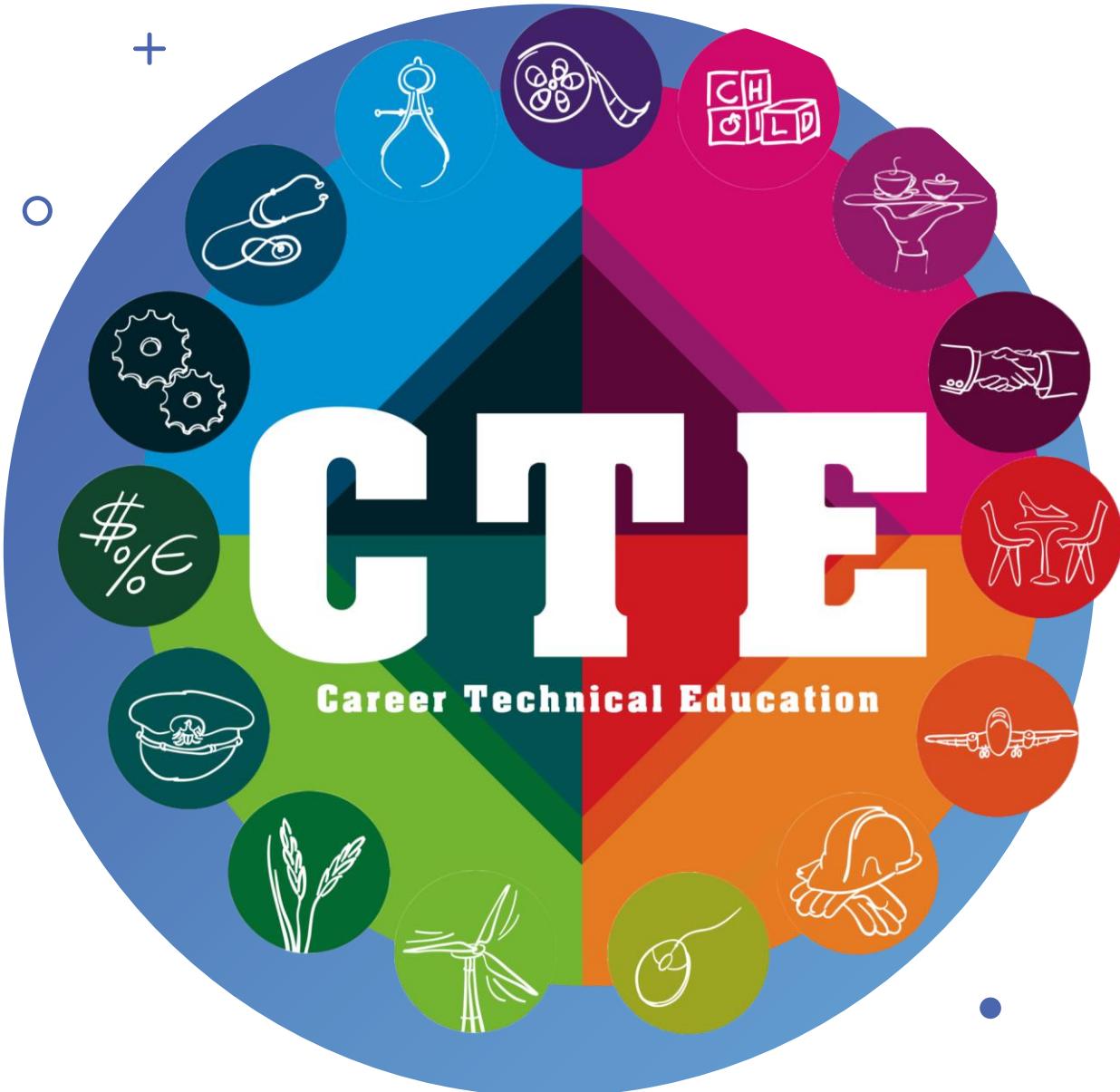
INTERVIEW SKILLS

Tina Guillot,
Speaker and Trainer





(Photo from lakeshorelearning.com.)



What is CTE?

Career and technical education (CTE) is the practice of teaching skills-based careers to students in middle school, high school, and post-secondary institutions.

Marketing

- Marketing Communications
- Marketing Management
- Marketing Research
- Merchandising
- Professional Selling

Business Management and Administration

- Administrative Services
- Business Information Management
- Operations Management
- Human Resources Management
- Management

Hospitality and Tourism

- Lodging
- Recreation, Amusements, and
- Restaurants and Food and Beverage
- Travel and Tourism

Entrepreneurship • Employment

Law, Public Safety, Corrections, and Security

- Correction Services
- Emergency and Fire Management Services
- Law Enforcement Services
- Legal Services
- Security and Protective Services

Government and Public Administration

- Foreign Service
- Governance
- National Security
- Planning
- Public Management and Administration
- Regulation
- Revenue and Taxation

Architecture and Construction

- Construction
- Design and Pre-construction
- Maintenance and Operations

Education

- Admin. and Instructional Admin.
- Professional Development
- Teaching/Training

Transportation, Distribution, and Logistics

- Facility and Mobile Equipment Maintenance
- Health, Safety, and Environmental Management
- Logistics Planning and Management Services
- Sales and Services
- Transportation Operations
- Transportation/Systems Infrastructure Planning, Management, and Regulations
- Warehousing and Distribution Center Operations

Manufacturing

- Health, Safety, and Environmental Assurance
- Logistics and Inventory Control
- Manufacturing Production Process Development
- Maintenance, Installation, and Repair
- Production
- Quality Assurance

Science, Technology, Engineering, and Mathematics

- Engineering and Technology
- Science and Math

Arts, A/V Technology, and Communications

- Audio/Video Technology and Film
- Journalism and Broadcasting
- Performing Arts
- Printing Technology
- Telecommunications

Information Technology

- Information Support and Services
- Network Systems
- Programming and Software Development
- Telecommunications and Digital Communications



Nebraska Career Education

Distribution, and Logistics

- Facility and Mobile Equipment Maintenance
- Health, Safety, and Environmental Management
- Logistics Planning and Management Services
- Sales and Services
- Transportation Operations
- Transportation/Systems Infrastructure Planning, Management, and Regulations
- Warehousing and Distribution Center Operations

Science, Technology, Engineering, and Mathematics

- Engineering and Technology
- Science and Math

Career Cluster Survey

Google “Career Cluster Survey” or “Career Cluster Assessment” today to assess your interests.

(Photo from makefacts.com.)

School		Date
<p>Directions: Circle the items in each box that best describe you. You may make as many or as few circles in each box as you choose. Add up the number of circles in each box. Look to see which three boxes have the highest numbers. Find the corresponding Career Clusters on the pages immediately following this survey to see which Career Clusters you may want to explore.</p>		
<p>BOX 1</p> <p>Activities that describe what I like to do:</p> <ol style="list-style-type: none">1. Learn how things grow and stay alive.2. Make the best use of the earth's natural resources.3. Hunt and/or fish.4. Protect the environment.5. Be outdoors in all kinds of weather.6. Plan, budget, and keep records.7. Operate machines and keep them in good repair. <p>Personal qualities that describe me:</p> <ol style="list-style-type: none">1. Self-reliant2. Nature lover3. Physically active4. Planner5. Creative problem solver <p>School subjects that I like:</p> <ol style="list-style-type: none">1. Math2. Life Sciences3. Earth Sciences4. Chemistry5. Agriculture <p>Total number circled in Box 1</p>		
<p>BOX 2</p> <p>Activities that describe what I like to do:</p> <ol style="list-style-type: none">1. Read and follow blueprints and/or instructions.2. Picture in my mind what a finished product looks like.3. Work with my hands.4. Perform work that requires precise results.5. Solve technical problems.6. Visit and learn from beautiful, historic, or interesting buildings.7. Follow logical, step-by-step procedures. <p>Personal qualities that describe me:</p> <ol style="list-style-type: none">1. Curious2. Good at following directions3. Pay attention to detail4. Good at visualizing possibilities5. Patient and persistent <p>School subjects that I like:</p> <ol style="list-style-type: none">1. Math2. Drafting3. Physical Sciences4. Construction Trades5. Electrical Trades/Heat, Air Conditioning, and Refrigeration/Technology Education <p>Total number circled in Box 2</p>		
<p>BOX 3</p> <p>Activities that describe what I like to do:</p> <ol style="list-style-type: none">1. Use my imagination to communicate new information to others.2. Perform in front of others.3. Read and write.4. Play a musical instrument.5. Perform creative, artistic activities.6. Use video and recording technology.7. Design brochures and posters. <p>Personal qualities that describe me:</p> <ol style="list-style-type: none">1. Creative and imaginative2. Good communicator/good vocabulary3. Curious about new technology4. Relate well to feelings and thoughts of others5. Determined/tenacious <p>School subjects that I like:</p> <ol style="list-style-type: none">1. Art/Graphic design2. Music3. Speech and Drama4. Journalism/Literature5. Audiovisual Technologies <p>Total number circled in Box 3</p>		

Source: Adapted from the Guidance Division Survey, Oklahoma Department of Career and Technology Education (2005)

Note: This survey does not make any claims of statistical reliability and has not been normed. It is intended for use as a guidance tool to generate discussion regarding careers and is valid for that purpose.

Landing a Job



CREATE A
RESUME



SEARCH FOR
OPPORTUNITIES



APPLY FOR JOBS



PARTICIPATE IN
INTERVIEWS

Resume



NAME AND CONTACT
INFORMATION



EDUCATION



EXPERIENCE



SPECIAL SKILLS



ANGELICA ASTROM

UI/UX DESIGNER

OBJECTIVE

To change the image, select the image with your mouse and choose the option to Fill the shape, choosing Picture instead of a color. To resize image, select it and choose Fill from the Crop options.

EXPERIENCE

JOB TITLE

(from date-from date)

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SKILLS



EDUCATION

Jasper University

20XX - 20XX

BA in Psychology with a concentration in Industrial-Organizational Psychology

East Beringer Community College

20XX - 20XX

AA in Psychology



APRIL HANSSON

JOB TITLE HERE

PROFILE

Adaptable HR Specialist with expertise in talent acquisition, employee relations, and HRIS management. Proven success in reducing time-to-fill by 20% through strategic recruitment. Skilled in fostering positive workplace cultures, delivering impactful training programs, and ensuring legal compliance. Committed to enhancing organizational success through effective HR practices.

CONTACT

PHONE:
707-555-0177

WEBSITE:
www.adatum.com

EMAIL:
april@adatum.com

WORK EXPERIENCE

Adatum HR Specialist

20XX-present

Implemented a streamlined recruitment process, reducing time-to-fill by 20%. Developed and conducted training programs, enhancing employee onboarding experiences. Managed employee relations, resolving conflicts and promoting a positive work environment.

Caneiro Group HR Specialist

20XX-20XX

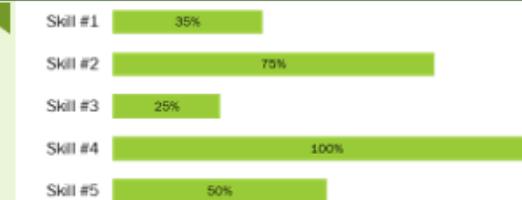
Led diversity and inclusion initiatives resulting in a 15% increase in workforce diversity. Implemented HRIS system improvements, increasing data accuracy and efficiency. Conducted performance evaluations and provided recommendations for talent development.

Prosware HR Specialist

20XX-20XX

Coordinated employee benefits programs, resulting in improved satisfaction and retention. Implemented policies and procedures to ensure compliance with labor laws. Collaborated with management to address employee concerns and improve overall workplace morale.

SKILLS





Where to Find Opportunities

- Job Websites
- Friends and Family Members
- Local Businesses and Organizations

Apply. Apply. Apply.

Interview Tips

- **Ready:**

- Research the company.
- Make a list of questions you can ask.
- Think about how you'll present yourself.

- **Set:**

- Dress appropriately.
- Print your resume.
- Arrive on time.

- **Go:**

- Take a deep breath.
- Try to relax.
- Be honest and sincere.



Public Speaking Review

- Develop Your Speech
 - Introduction
 - Body
 - Conclusion
- Rehearse Your Speech
 - Vocal Variety
 - Body Language/Gestures
 - Facial Expressions
- Deliver Your Speech

Common Interview Prompts/Questions

- Tell me about yourself.
- What are your strengths?
- What are your weaknesses?
- Why do you want to work here?
- Walk me through your resume.

Impromptu Speaking Steps

- Listen Carefully
- Pause and Think
- Confirm Your Understanding
- Express Your Thoughts
- Wrap Up





Impromptu Speaking Musts

- Be sincere
- Be confident
- Be brief

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OPERATION ICE BREAKER

- 30- to 60-second time limit
- Name
- Best Quality
- Main Interests
- Dream Job



Good afternoon! My name is Tina Guillot and my best quality is my organizational ability. I love it when my workspace is neat, and I can find everything I need. Some of my interests are music (I sing and play piano), movies (I mostly watch the Hallmark channel), and food (while I am always dieting, I love going out to eat at new places)! My dream job is to be a killer whale trainer... just kidding. I've always wanted to be a famous singer, like Taylor Swift! Unfortunately, I have never had the confidence to pursue that goal!

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Tina Guillot
tinaguillot.com

