

Get Out of the Stands and Onto the Field

- I. Know who is in the stands
 - a. Who is your audience? What do they have in common with you? Use this in your own introduction.
 - b. Why are they there?
 - c. What are their expectations about you and the subject matter?
- II. Know your sport and schedule practice
 - a. Speak from your knowledge-point / use examples
 - b. Utilize a positive verbal image
 - c. Leave plenty of time for research if this isn't common knowledge for you
 - d. Watch the use of humor – never have audience subject of joke
 - e. Utilize the appropriate playing field (in-person, audio, webinar, video)
- III. Set up your plays and timing
 - a. Gather your information – know how much time you have
 - b. Put together a structure that makes sense to you (List key items or phrases on a card; Have a beginning, middle & end)
 - c. Use headlines like a newspaper, don't try to make people into experts on the subject
 - d. Visual aids should be an enhancement – not replace you – keep them simple and just headline points – Handle the handouts (page number to keep on track)
 - e. Check out all technical aspects (Internet, lighting, sound, handouts, etc.)
 - f. Have a backup plan in case something goes wrong technically

District 6 Toastmasters – TELI 2009
Dare to be Distinguished

- g. Practice smiling, talking in various tones, repeating questions and listening
(silence can truly be golden)
 - h. If in-person or on camera, practice your body language – keep it up beat,
but don't flail
- IV. Eat, sleep and look like you know what you are doing – take care of you
- a. Check all preparations the night before
 - b. Go to bed early
 - c. Get up with plenty of time to make yourself professionally presentable
 - d. Check appearance (watch for hangers)
 - e. Set up room with plenty of time to greet attendees
 - f. It is ok to say “I don't know” if you truly don't
 - i. Refer to the audience for assistance if possible
 - ii. Make note to look into it and get back to people
 - g. Handle the audience with tact
 - i. Always smile
 - ii. Use people's names when you can
 - iii. Take control
 - h. Remember to smile, breathe and get in the game.

It's Game Time!