

# Speak and Present Like a Toastmaster

Denise P. Kalm



# Agenda

Have you ever been frustrated because your arguments in meetings have no influence on your colleagues and managers? Do you lose your audience? Could speaking be more fun? Learn what Toastmasters know about presenting more effectively, taming the butterflies in your stomach and yes, enjoying the experience more.

# Agenda



- What is a Toastmaster?
- Why should you care?
- The lessons from Toastmasters
  - Extemporaneous or impromptu speaking
  - Prepared speeches
  - Tips & Techniques
- Questions
- Opportunity
- Summary

“According to most studies, people's number one fear is public speaking. Number two is death. Death is number two. Does that sound right? This means to the average person, if you go to a funeral, you're better off in the casket than doing the eulogy.”  
- Jerry Seinfeld

“Those who can't speak join Toastmasters;  
Those who can also join.”  
- Greg Gazin

# What is a Toastmaster?

“The mission of a Toastmasters club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills.”



# But what is it really?



# No, really!



**Gain Poise**

**Increase  
Confidence**

**Learn Skills**

**Receive  
Evaluation**

**Increase  
Personal  
Power**



# Why should you care?





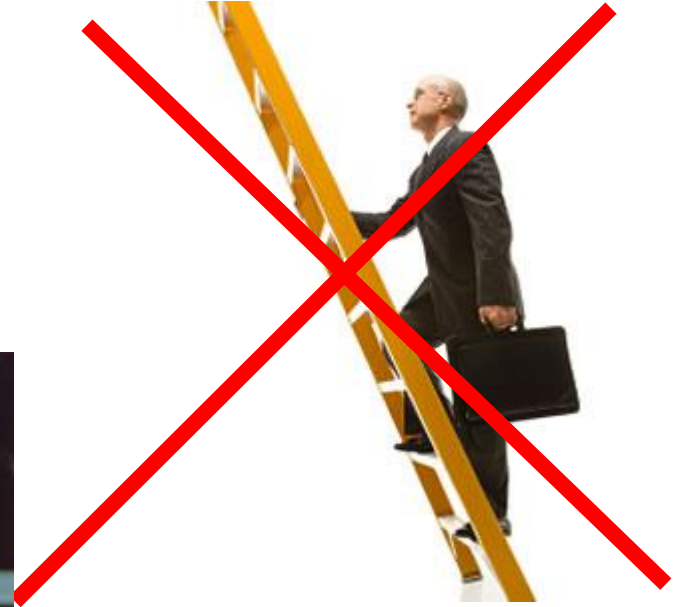
**“Public Speaking is a skill that can be studied, polished, perfected. Not only can you get good at it, you can get damn good at it and it makes a heck of a difference.”**

**- Tom Peters**





# The Alternative



# What Does Toastmasters Offer?

- A safe place
- Evaluation
- A structured program
- The secrets you need
- A proven track record of success
- Fun



# Impromptu Speaking

- Unrehearsed
- Short (1-2 min.)
- Organize quickly, then speak
- Complete thought
- Tell them, then tell them
- Summarize



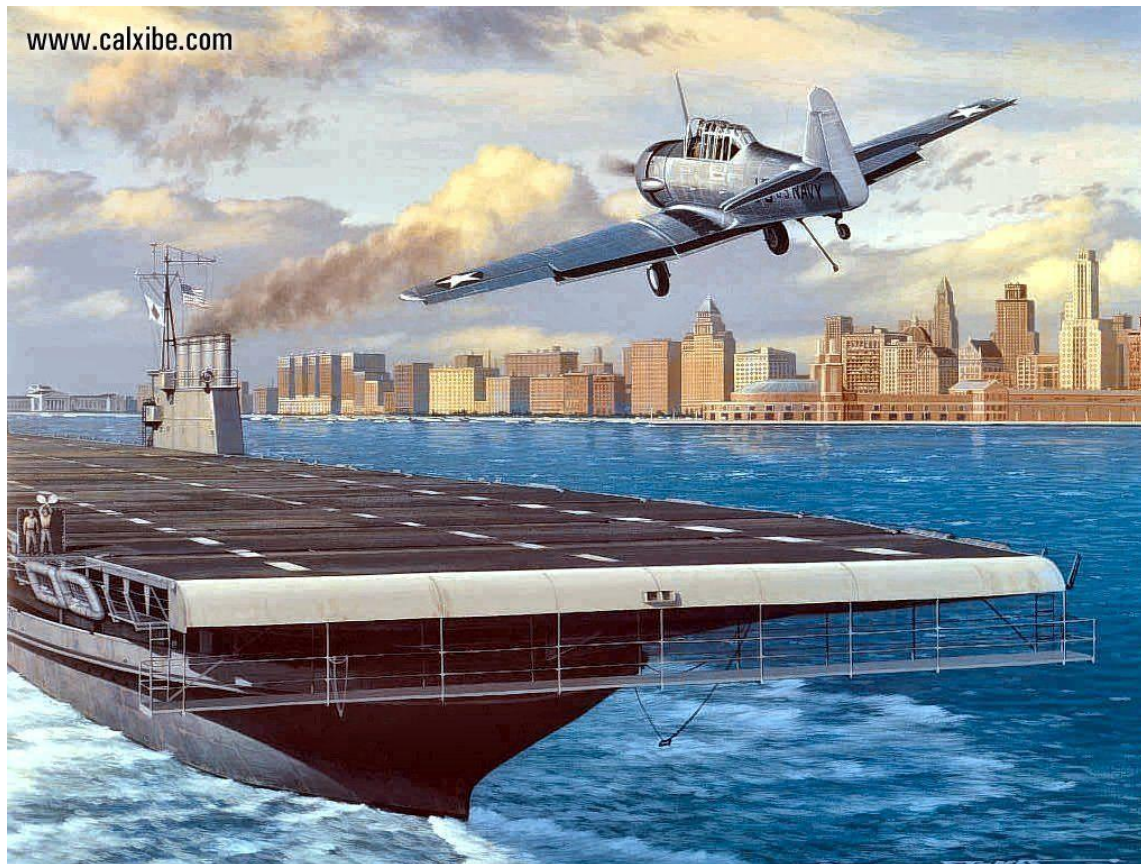
# Why do you care?

- +  Team meetings
- Reviews
- Interviews
- Toasts
- Introductions
- +  Customer support
- Sales
- Personal interactions





# Practice Makes Perfect



# Extemporaneous Speaking

- More time to prepare
- But no practice
- Higher bar/organization needed
- Passion
- Can be a longer speech

# Prepared Speeches



“The elevator to success is out of order. You'll have to use the stairs... one step at a time.”

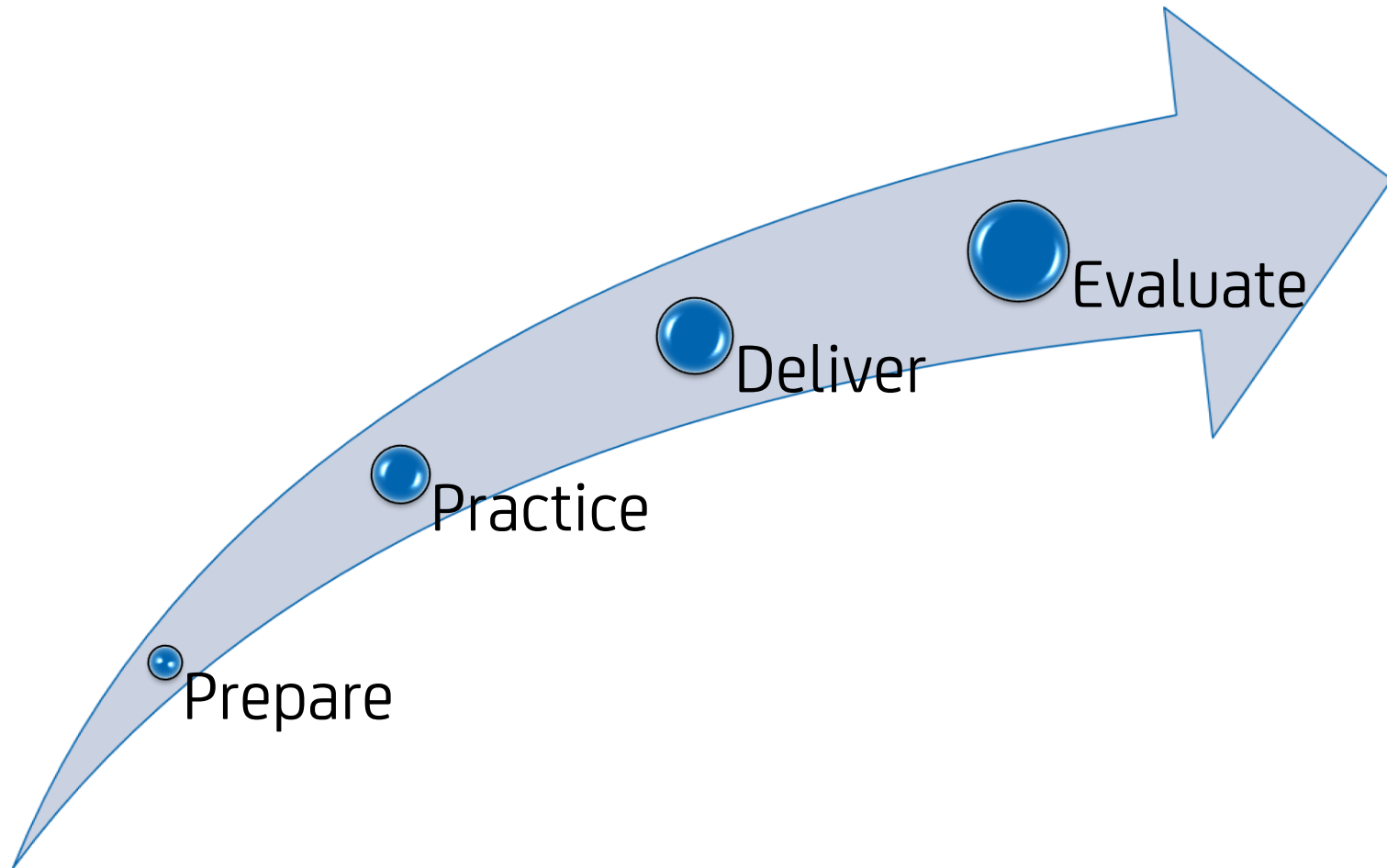
- Joe Girard



# Evaluation



# Tips & Techniques



# Questions?

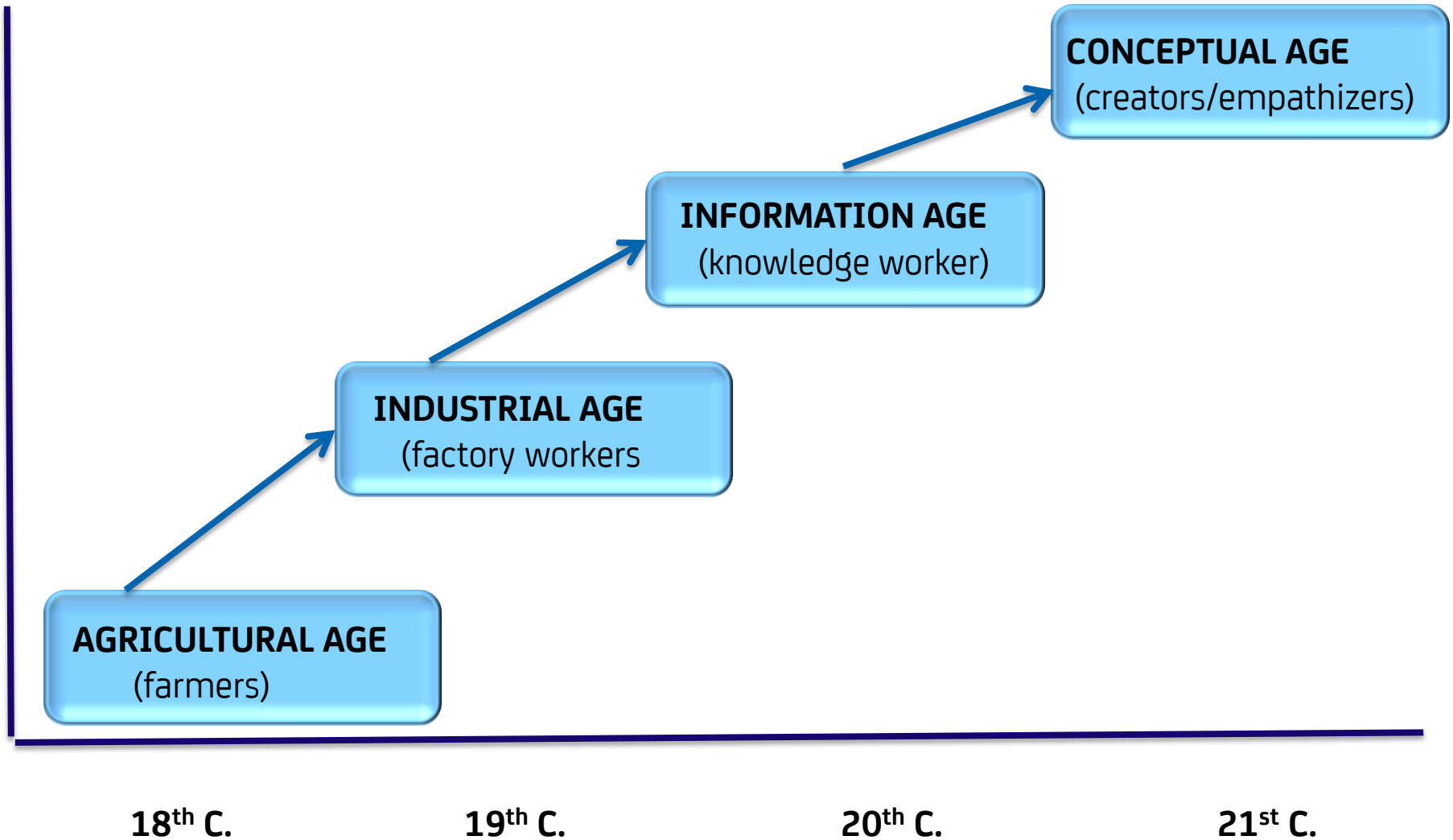


# Practice





# Summary



Denise P. Kalm  
Denise.kalm@ca.com