

Thursday Elective

March 5, 2020

Leadership at the Front of the Room

There's a leader in the room and its you...

Presentation Skills for Rotary Club Presidents

Elective Class: Thursday, March 5, 2020 2:00-3:30pm

This interactive session is facilitated by District 7730 PDG Vanessa Ervin. vj.ervin@att.net

Objectives:

- Focus on strengthening your personal presentation style
- Develop an effective method for leading your club meetings and presenting Rotary to other groups
- Discover techniques that create rapport

Agenda:

- I. Introductions and Attributes
- II. Image and Leadership Factors
 - Appearance
 - Communication Skills
 - Attitude & Self-Control
 - How We Relate
 - Competence
- III. Presentation Fundamentals

• Preparation is Key STRUCTURE +

Your Agenda or Message CONTENT +

• Be the Time-Keeper DELIVERY = IMPACT

IV. Connecting with Your Members and Your Community

Suggested Resources:

Everyone Communicates, Few Connect ~ John C. Maxwell

Presenting to Win – The Art of Telling Your Story ~ Jerry Weissman

The Articulate Executive – Learn to Look, Act and Sound Like a Leader $^{\sim}$ Granville N. Toogood

The Quick and Easy Way to Effective Speaking ~ Dale Carnegie

What's Your Point? ~ Bob Boylan

You Are the Message: Getting What You Want by Being Who You Are ~ Roger Ailes

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Thursday Elective Materials

PRESENTATION IMPACT WORKSHEET

Focus	on three to four goals:
	Being clear on your purpose
	Capitalize on my personal strengths and talents
	Speak more clearly and concisely
	Speak with conviction
	Establish and maintain eye contact
	Develop effective openings and closings
	Control "butterflies" through deep breaths and pep talks
	Using your voice to influence others
	Emphasize our club's uniqueness
	Become more flexible and interesting as a presenter
	Plan and organize thoughts and materials more effectively
	Be in the know about committee work and other activities
	Motivate a group to take specific action
	Bringing your content to life
	Dealing with resistance
	Have fun leading meetings and project enthusiasm
	Thinking on your feet
	Make it about "we" and the teamwork
	Consider yourself honored to serve as president and tell your audience
#	Begin with the end in mind $^{\sim}$ the action that we want our members / audience to take.
#	Appeal to them logically and emotionally. It is important to talk in terms of your audience's interests.
#	Determine the evidence (facts, exhibits, examples, testimonials) needed to make key points.
4	Determine how any action will benefit your club and / or groups in the community.

expertise...

♣ What makes my Rotary Club unique? Think about strengths and