

SPEAKER'S LAB

Speaker Checklist

*As one of the presenters, **YOU** are the main attraction!*

This meeting is an opportunity to use this forum in the way that will be most helpful to you. You can schedule time—usually a **max of 30 min** to practice, receive feedback and re-practice, if you desire, any material you choose. Here are some examples of how you can use the “Lab” opportunity:

- ◆ New material, revising old material, improving existing material, etc. If you are a seminar leader, you can practice teaching a short segment or even practice a planned “group activity.”
- ◆ If you are writing a book and want to get our reaction to the concept, a list of chapter titles, opening chapter, etc. then use your time as you desire.
- ◆ Are you getting the picture?? Use the time to improve your high priority area.

“Lab” Environment Goals

It is a **safe place** to practice and feel the discomfort of stepping out of your comfort zone. Some of us occasionally look and/or sound stupid but it is all part of the learning process. We strive to provide honest and helpful advice while protecting each other’s self esteem.

Presenter Preparation Checklist

1. Select or design the feedback form you want used and make sure they are distributed. What kind of evaluation or enrichment ideas will be most helpful to you? You can use a form provided, or feel free to design your own so that all evaluators are focused on what will help you most. If you want 2 people to critique you on traditional speech mechanics, 3 different people to critique on content, 5 on another specific area, 2 on demonstrating alternate ways to present parts, etc. just tell us and assign us. Pick the feedback form you want used, put your name on it and make 25 copies to bring to the meeting and distribute to the participants. Are you getting the picture?? Use the evaluation/enrichment/critique activity to meet your goals. Create the structure you want.
2. Before being introduced, you have a minute to tell the audience what to look for (what you want them to focus on during their observation and feedback) and which feedback form you want them to use. **Prepare us to simulate your “real life” audience.** You just have to tell us (the other attendees) who we are (the audience you are preparing for), and what kind(s) of feedback you want. We will pretend to be your “real life” audience. We will give you our best feedback based on what you have asked us to do for you. Speakers may also choose to provide written directions to the audience outlining areas where they want feedback.
3. Step to the side and await your introduction.
4. Unless you provide additional intro, the introducer will use your title and your name only in the intro to save time. If you have something special you want said so you can build upon it during your speech, the introducer will use it.
5. After your speech, etc., give the observers a few minutes to complete the feedback notes and then facilitate your own responses from the audience or select your own evaluator if you want, otherwise a volunteer will do it. Get suggestions from the people you want by calling on them. If someone is

repetitive, cut him or her off and go to the next person. Be selfish about getting the most from the verbal feedback.

6. For those who want to do a re-practice, immediately after all speakers and evaluations, you can re-practice a 4-minute portion, or two, 2 min portions, a 3 and a 1, etc. as you desire. The objective is to re-practice any portion of your presentation where you want to “try out” some suggestions you received during the feedback. You don’t have to use all 4 minutes. If you don’t want to re-practice, you don’t have to. The introducer will introduce you again with name and title only. You may also choose to do a re-practice at a subsequent meeting.
7. Collect the evaluation forms.
8. **Do you have a video camera or can you borrow one from a friend?** One of the great tools you will take away from the meeting will be a video recording of your presentation, the audience’s evaluation, and your re-practice. Further study of this recording can be very helpful to you. It is very helpful if you keep a record of all your practice presentations on video. Over time, a pattern will emerge and you will have a clear path to more growth and effectiveness. The verbal feedback will be recorded.
9. Use the checklist on page 3 to check off your preparation steps so you use your time efficiently and get the greatest benefit from this learning experience.
10. Keep getting better, serving more fully, and earning more substantially.

Don Thoren, CPAE

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Final Checklist

We only have 2 hours for our meetings and **we must** use our time more efficiently. Come early to say hi to friends so we can start promptly at 9 AM. Use this checklist so that little time is wasted. If you use 7 minutes getting ready, that will leave you only 23 minutes for your use.

Each checklist item corresponds to the more detailed checklist descriptions listed above. Please refer to these details if you have questions. For additional answers, call the coordinator.

	1. Decide how to most efficiently use the 30 minutes you have. Remember that this time includes your presentation, 2-3 minutes for people to make written comments, and the balance for you to facilitate verbal feedback. If you want re-practice, be sure the meeting coordinator knows that and that the time has been allocated to you for that purpose.
	2. Select/design your own Feedback forms and make copies for all attendees.
	3. Bring your own video camera if you want to be recorded. If you want to use visuals, arrange for using, borrowing, etc. the necessary equipment.
	4. Tell the audience who we are so we can react appropriately.
	5. Be specific about the areas you want feedback. The tighter our focus, the more we can help you.
	6. If you want an introduction, arrange in advance for a volunteer to do it for you.
	7. When finished presenting, give audience 2 minutes to write feedback comments, then facilitate the verbal feedback from the group.
	8. Do you want an opportunity for a re-practice during this meeting or at the next meeting?
	9. When finished, collect your feedback forms, your video tape or other recorded materials, etc.
	10. Keep getting better, serving more fully, and earning more substantially.
	11. ????