

PUBLIC SPEAKING & FACILITATION WORKSHOP

Credit: Californians for Justice's Public Speaking & Facilitation Workshops

Goals

- To develop confidence in public speaking.
- To explore and understand the role of a facilitator.
- To review facilitation tips to run effective meetings.

Agenda:

A	Welcome, Goals & Agenda	5 mins
B	Delivery	15 mins
C	Speech Giving	15 mins
	<i>* Divide here if doing 2 lunchtime sessions</i>	
D	Mock Facilitation	10 mins
E	Role of the Facilitator	15 mins
F	Closing	5 mins
	Total Time	65 mins

Materials Needed:

- Butcher Paper
- Markers
- Public Speaking Handout
- Facilitation Tip Handout

Butcher:

- Vocal Characteristics – *or just use the handout*
- 3 Basic Principles of Public Speaking – *or just use the handout*
- Role of facilitator definition
- Facilitation tips for gallery tour (each section on a different page, 4 total butchers – just the words/phrases in **BOLD!** NOT THE WHOLE PAGE.)

A. Reviewing Agenda & Goals

(5 mins)

Icebreaker or Introductions if needed

Quickly Review Goals and Agenda

Why we're doing this:

- A very important skill for people to have is speaking skills. A lot of folks have their opinions on what is happening in our world and how various things affect their life like

police brutality, war, education, violence in our communities, etc. It's not only important that you think of these things but it's as important to have others hear what you have to say.

- It takes a lot of practice to be able to talk about campaigns and issues and we are going to spend today practicing.
- Raise your hand if you have spoken at...
 - ☐ A meeting with school administrators?
 - ☐ A legislative visit?
 - ☐ At a meeting or training?
 - ☐ A protest?
 - ☐ To the media?
 - ☐ Explained your involvement to a friend or relative?
 - ☐ Done a presentation on campus or for some thing other than your involvement?

Recognize the experiences in the room—people may have already contributed, more than others, or this may be the first experience for some people.

B. Delivery	(15 mins)
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There are 2 main pieces to public speaking: Content & Delivery – what you say and how you say it. When we are speaking, we want people in the audience to be engaged, to respond to us. How much of that is based on Content versus Delivery?

- *Have people guess (50/50? More on the content side? More on the delivery?)*

There's an old saying, "It's not what you say, but how you say it." 1 study shows that only 7% of our emotional response to another person is determined by what they said, while 93% of our response is shaped by the speaker's **nonverbal** behavior!

Body Language Activity – 8 mins

We are going to do a few exercises to get at what this means. First we'll start with body language.

Choose 1 of the activities below:

Activity #1: Let's do a quick warm up. I am going to call out an emotion or a word, and I want everyone to embody it. From your face, to your hand gestures, to your whole body!

**You can also let the participants call out emotions as well.*

1. Happy
2. Sad
3. Confident
4. Mad

5. Excited

OR Activity #2: You can definitely convey a lot without words. We are going to communicate with each other – without making sounds or using notes! Everyone find a partner, and you have 1 min to use posture, body movement, gestures, hand motions, eye contact, and facial expressions to communicate with each other. Ready, set, go! (Do this 3 times with a different partner for each round).

Debrief (get 2-3 responses for each question):

- What was it like to communicate without words or notes?
- How might this experience improve your speaking delivery?
- What did you learn about yourself?

Vocal Characteristics – 7 mins

There are 5 aspects of your voice that affect your public speaking [butcher: Vocal Characteristics]

- Rate – how fast you talk
- Volume – how loud you talk
- Inflection – movement of the pitch up or down for emphasis

What you are aiming for in a good speech is: **Vocal Variety** – using all 5 to keep your speech interesting & lively. Any questions?

Let's practice. [write on the board: **I would love to see you again.** I need 4 volunteers. Each of you should say this sentence in a different way - using different vocal aspects (see the butcher) – no repeats.

Debrief: How did the meaning of the sentence change with each different reading? Your voice is a powerful verbal tool in speech delivery!

C. Speech Giving	(15 mins)
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Speech Writing 7 mins

Now that we're all loosened up, we'll focus on content. Today we will be practicing writing & sharing a speech about any issue that you feel passionate about. There are 3 Basic Principles of Public Speaking [see handout or make a butcher]:

- Put the Audience First
 - Who are they? What are they interested in? How do they think or feel about your topic?
- Deep Speaks to Deep

- o Talk about subjects that really matter to you, use personal stories that come from the heart.
- Leave Your Audience Wanting More
 - o Keep focused, keep to the point, know when to stop.

For today's activity we are keeping it simple. You just need to do 3 things:

1. **Grabber:** this is the attention getter. Just like in outreach, you want to open up with a question, shocking statistic, personal story, etc.
2. **Get to it:** organize 3 main points that support your story.
3. **Final thoughts:** share a vision for the future, or a call for action.

Any questions? You'll have 5 minutes to write a 1 minute speech – you just need 5-7 sentences. [Float around and help]

Speech Giving – 8 mins

Divide the group into teams of 4-5 students where speeches are said and feedback is given. In each small group – **choose one** of these activities to warm up the group. (Have everyone warm up at the same time).

1. Silent Story
 - You must give your speech in silence, using body language, facial expressions, eye contact, and really expressive hand motions to tell your speech story.
2. Catching Rain
 - You must deliver the 1st ½ of your speech with your arms comfortable outstretched – elbows at your sides, like you're trying to catch rain. Watch how your hands start to move naturally as you speak!!!
3. Singing
 - You must sing the 2nd ½ of your speech. No fair talking! (if you can't sing, you can make it really cheesy and just make the tone of your voice go up and down).

Quick Debrief: What was it like to experiment with and expand your delivery skills?

OK, now you must be really warmed up. So it's time for the real thing. Each person will deliver their speech, using all the tricks and tools we just practiced. Remember your body language, voice, and expressions! When you are done we'll give you some feedback based on these 3 things:

1. How did they communicate their message?
 - a. Did they stay on topic and communicate the key points?
2. How did they look?
 - a. How did the person "look" while speaking (eye contact, facial expressions, hand gestures)?
3. How did they sound?

- a. How did the person “sound” while speaking (speed of talking, volume, inflection)?

Encourage folks to find their own rhythm. Have folks share 2-3 points of feedback after each speaker (both constructive and positive feedback) based on the 3 points below:

E. Opening Exercise: Mock Facilitation

(10 mins)

We’re going to do a quick evaluation of _____ (choose something that happened recently – or the part of the training we just did). Let’s start in the back and work our way to the front – talking about what you learned or what you liked about it.

- When the evaluation begins, the facilitator will be doing some things to disrupt the debrief.
 - Stop people, cut them off when they are in the middle of a sentence by asking a question, or inserting yourself ... “Yeah, I felt the same way ... blah, blah”
 - Ask, “Well, was there anything you would have suggested for improvement?” (Even though you already stated that we’re doing the improvements part after we do what went well).
 - Call on somebody out of turn: Turn to somebody and say, “hey, you’re real quiet today, what do you think?” Even though it’s not that person’s turn yet.
 - On butcher paper, write some people’s comments up, but not others.
 - Rudely rush somebody through his or her comments: “Okay, so what you’re really trying to say is ...” “Yeah, well I think somebody already said that, can we move on?”
- Hopefully, after a few minutes, somebody will say something about your facilitation, and raise issue with it. The goal here is to come off natural and believable as a bad facilitator, but without getting yourself killed.
- Break the ice/tension with “Ha, Gottcha!” Then start an evaluation of what people witnessed.

EVALUATE:

- Ask people to describe what was happening in the room during that mock debrief.
- On Butcher paper, you can have two pointed questions listed:
 1. What did the facilitator do to the group?
 2. What was the group’s reaction/ how did s/he make you feel?
- List people’s responses to each of these questions.
 - Possible answers to draw out from “Group’s Reaction:” Most people didn’t say anything. At first, people just kept going with it. People looked pissed, but didn’t say anything. Some people just withdrew from the discussion. Some people used the chaotic atmosphere to say whatever they wanted.

- Explain: This mock exercise was meant to demonstrate the power of the facilitator and the need for strong facilitation. In one small exercise, we witnessed how really bad facilitation can do a number of things: Make people frustrated. Tune people out. Hurt people's feelings. And create chaos.
- All of these things affect our ability to RETAIN members once they show up for their first meeting.

F. The Role of the Facilitator

(15 mins)

What is the role of the facilitator (3 mins)?

The facilitator is the person who maintains the flow of the meeting, keeps folks on track to meet the goals and ensures full participation of everyone in the room. (BUTCHER)

- So we know what makes a bad facilitator from the previous exercise but what are some things that make a good facilitator
 - Quick brainstorm: Butcher up responses (5-7 total)
- The overall goal of the facilitator is to avoid the dynamics that were created in the first exercise we did. This requires some skill and technique.

(GALLERY TOUR) – post butcher papers on different walls in the room (4 total) 6 mins

- Around the room are different Facilitation Tips to keep in mind. Everyone needs a marker and should read each butcher paper and put a star by the most important tips you think folks should keep in mind while facilitating. You have about 6 minutes.

Role Plays (6 mins)

- *After everyone is done read the top 3 (or more depending on time) tips, and ask for volunteers to come up and demonstrate what that tip looks/sounds like.*
- *Explain why each one is an important tip to remember. Handout facilitation guide/tips.*

G. Closing

(5 mins)

This workshop was just an introduction to public speaking and facilitation. The key is really to put this into practice. Notice what good facilitators say in a meeting and how they say it, and don't be afraid to interrupt!

- Workshop eval (plus/minus)
- Next steps/Sign ups/Announcements.
 - * *if you have opportunities for students to sign up for future facilitation or public speaking opportunities sign them up now!*

Public Speaking Tips Handout

Three Principles of Public Speaking

Put the Audience First

- Who are they? What are they interested in? How do they think or feel about your topic?

Deep Speaks to Deep

- Talk about subjects that really matter to you, use personal stories that come from the heart.

Leave Your Audience Wanting More

- Keep focused, keep to the point, know when to stop.

Delivery: There's an old saying, "It's not what you say, but how you say it."

Think about: posture, body movement, gestures, hand motions, eye contact, and facial expressions.

Vocal Characteristics

- Rate – how fast you talk
- Volume – how loud you talk
- Inflection – movement of the pitch up or down for emphasis

Content: Speech Outline (5-7 sentences)

1. **Grabber:** this is the attention getter. Just like in outreach, you want to open up with a question, shocking statistic, personal story, etc.
2. **Get to it:** organize 3 main points that support your story.
3. **Final thoughts:** share a vision for the future, or a call for action.

Things to think about / give feedback on for speeches

1. How did they communicate their message?
 - a. Did they stay on topic and communicate the key points?
2. How did they look?
 - a. Eye contact, facial expressions, hand gestures?
3. How did they sound?
 - a. Rate (how fast you talk), volume, inflection (creating variety in your pitch for emphasis)?

FACILITATORS TIPS

Welcoming and Warming up Participants

- ☐ **Make people feel welcomed.** Go up to people you don't know, talk, make sure no one feels left out or alone – help cliques break up.
- ☐ **Pick an effective icebreaker.** Get people to loosen up, and interact with each other. Re-seat people and mix up groups so they get to know each other.
- ☐ **Do a team building activity.** This gets people involved together in a group activity and creates the importance of group teamwork. Debrief and reflect!

Setting the tone

- ☐ **Lively facilitation.** You have to convey your own energy and commitment for the topic that you are facilitation so others feel it too.
- ☐ **Speak clearly and loudly.** So that everyone can hear.
- ☐ **Pace your presentation so that it is not rushed.** Give participants time to absorb and think about it so that they have time to ask questions before you move on.
- ☐ **Set agreements and stick to them!** Use agreements to keep people on track. You can set agreements at the beginning of the session.

Encourage participation and listening

- ☐ **Reinforce participation.** Look at participants when they speak. Nod in agreement. Smile!
- ☐ **Keep order.** If there are many people that want to speak, say and write their names down in a “stack” and call them to speak in order.
- ☐ **Diversify speakers.** Make sure that the order you choose has a balance of men, women, people of color, youth speaking, etc. Make sure you are valuing a diversity of opinions.
- ☐ **Make sure people can hear each other.** Ask a participant who is speaking quietly to speak up . Say things like “Did everyone hear that?”
- ☐ **Make sure that participants respond to each other's comments.** Keeps the participants responding to each other rather than to just the facilitator.
- ☐ **Call for a go-around.** If you want to make sure everyone has a chance to speak to the topic, call for a “go-around” to have each participant speak, or pass.

Presentation and Move it Forward Tips

- ☐ **Use visual aides** to help clarify points and make things more interesting. Write legibly and large and make sure everyone can see it.
- ☐ **Summarize main points to move discussion forward.** After everyone has spoken, pause and summarize the main points so that people have a clear idea of what has been said.
- ☐ **Find the proposal.** The facilitator's job is to “find” the proposal – to pull together ideas and present it to the group.
- ☐ **Keep comments to the point.** If someone brings up an issue that doesn't relate to the topic, respectfully ask them to hold that point, or “park it” for later discussion.
- ☐ **Create Next Steps:** never let anyone leave the meeting before reaffirming the commitments (sign ups) they have made.