



# Develop Public Speaking and Leadership Skills

19 January 2023

## Local Clubs

Noris Toastmasters  
Nuremberg Toastmasters  
Nürnberg Rhetoriker  
Bamberg Toastmasters  
Erlangen Toastmasters  
Fraenkly Speaking (Advanced)



## Nearby Clubs

Ingolstadt  
Munich  
Regensburg  
Würzburg

## Online Club

In Camera

## Agenda

Welcome	Guenter
Introduction to Meeting	Yanti
Prepared Speeches	
First Speaker (18-20 minutes)	Guenter
Zweiter Redner (5-7 Minuten)	Marc
Break	
Table Topic Speeches	
Tips for Impromptu Speaking	Alexander
Table Topics / Stegreifreden (1-2 minutes each)	
Evaluations	
Evaluation Overview	Michael
Evaluation – Speech 1 (2-3 minutes)	Raj
Redebewertung – Rede 2 (2-3 Minuten)	Axel
Ah Counter Report	Florin
Timer Report	Lukas
Overall Feedback	Michael
Close of Meeting	Yanti
Q&A Session	TM Team
Final Words	Guenter
Socializing	

## Toastmasters International

[www.toastmasters.org](http://www.toastmasters.org)

280,000+ members  
14,700+ clubs  
144 countries

## Toastmasters Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Contact us at [info@fraenkly-speaking.de](mailto:info@fraenkly-speaking.de)

# Public speaking and leadership skills are equally important

Below are some tips for developing your skills in these areas

## Public Speaking Skills

## Leadership Skills

### Before the speech or presentation

- Develop a clear main message that you want to convey
- Think about the general and the specific purpose of your speech or presentation
- Understand what your audience expects from you
- Research the topic
- Tailor the content to reflect your understanding of the audience
- Organize the content to best achieve your purpose
- Rehearse to improve delivery and confidence
- Look for an evaluator or mentor
- Arrive on site well before the event starts
- Arrange the speaking area
- Arrange the room setting

### While giving the speech or presentation

- Capture your audience's interest
- Connect with your audience
- Use appropriate
  - Vocal Variety
  - Body Language
  - Gestures
  - Facial Expressions
  - Descriptive Language
  - Visual Aids
  - Humour
- Show confident stage presence
- Master presentation software
- End with a positive note or with a call for action

### After the speech or presentation

- Speak with and listen to your evaluator or mentor
- Reflect on experience and feedback to improve your future public speaking opportunities

- Plan and manage meetings
- Manage a difficult audience
- Give feedback
- Mentor team members
- Coach colleagues
- Lead a team
- Moderate a panel discussion
- Conduct a job interview
- Lead Q&A sessions
- Present a proposal
- Manage projects
- Manage events
- Motivate others
- Resolve conflicts
- Make connections through networking
- Develop Public Relations strategies
- Write a compelling blog
- Lead your volunteer organization
- Speak professionally
- Develop a communication plan
- Communicate change
- Develop a vision



To learn more, speak to us during the socializing and/or join us as a guest at one of our Club meetings.



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