

PUBLIC SPEAKING



Leadership Skill Builder

● Why It Matters

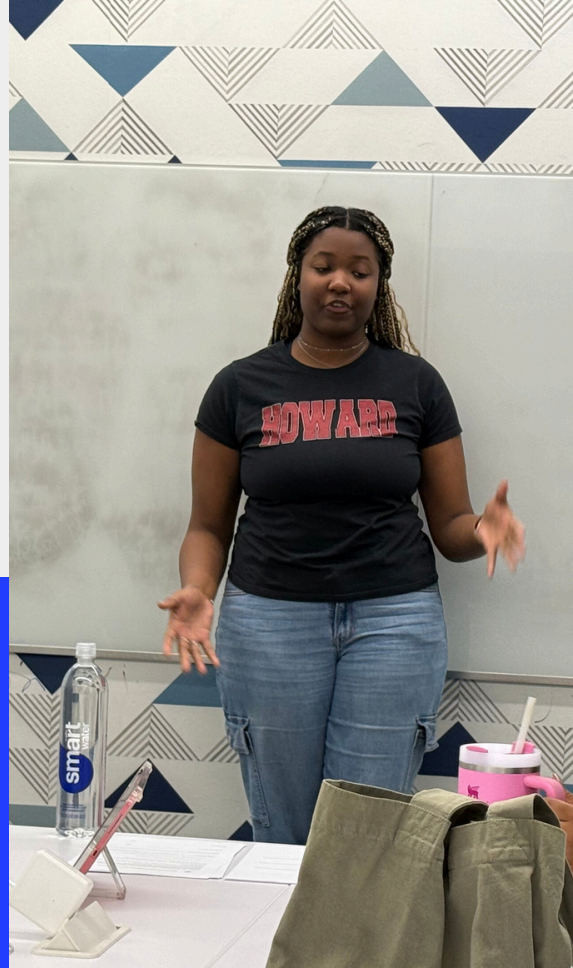
Public speaking is more than giving speeches. In the workplace, public speaking happens every day:

- Speaking during meetings
- Introducing yourself professionally
- Interviewing
- Speaking with customers
- Sharing ideas with your team
- Asking questions
- Explaining a problem or solution
- Asking for a raise

- Being able to communicate clearly and confidently helps people take you seriously and trust what you have to say.



You don't need to sound perfect to be an effective speaker. You just need to be clear, prepared, and authentic.



Common Fears About Speaking

Many people feel nervous speaking in front of others. You might think:

- “What if I mess up?”
- “What if people judge me?”
- “I’m not confident enough.”
- “I freeze when people look at me.”

The truth is:

Even experienced leaders and professionals still get nervous sometimes. Confidence grows through practice.



What Makes a Strong Speaker?

A Strong Speaker:

- ✓ Speaks clearly and respectfully
- ✓ Makes eye contact when possible
- ✓ Listens before responding
- ✓ Organizes their thoughts
- ✓ Stays calm under pressure
- ✓ Speaks with confidence, not aggression
- ✓ Uses professional language
- ✓ Thinks before reacting



QUICK CONFIDENCE BOOSTERS

Before Speaking, ask yourself:

- “What is my main message?”
- “What do I want people to understand?”
- “How can I say this professionally?”



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