

OutInspire

June 2005

Cairnhill Toastmasters Club, Club No. 1759-80

Issue 23



The Latest News!!!



Award Winners March 2005

Best Prepared Speech
Speaker:

Anna Chew (TM)

Best Evaluator:

Jamie Lee (CL)

Best Table Topics:

John Sih (DTM)



DCP Progress

Goals	Achieved
2 CTMs	2 CTM
2 ADDITIONAL CTMs	0 CTM
1 ATM	0
1 ADDITIONAL ATM	0
1 CL, AL, or DTM	1 CL
1 ADDITIONAL CLs, ALs, or DTMs	1 CL
4 NEW MEMBERS	4 members
4 ADDITIONAL NEW MEMBERS	4 members
4 OFFICERS TRAINED TWICE	YES
SUBMITTED ON TIME (SEMI DUES & OFFICER LIST)	YES

President's Message

Dear Members,

Time sure flies, I have come to the end of my term as President of Cairnhill Toastmasters Club.

On behalf of my team, I would like to thank all of you for your support and encouragement throughout. Our achievements would not have been possible without your enthusiasm.

I look forward to serving as your Immediate Past President as a new team lead our club to greater heights!

See you on Wednesday, 22 June 2005!

Sincerely, Violet

Extracted from Weekend Today *June 4-5 2005*

Presenting ... yourself

By Brenda Chew

The Greek philosopher Aristotle once said: "It is not sufficient to know what to say; one must also know how to say it."

Presentation skills are essential in the modern workplace. Effective presentation skills can prove useful during a job interview or business session, or while managing your subordinates.

Fear factor

Mr Peter Ng, a founding member of the Asia Speakers Association, who also heads the Peter Ng Training Consultancy, said that fear is a primary factor that prevents people from speaking up.

He said: "Lots of individuals I've spoken to are terrified of speaking in public. When a person does not know how to manage his emotions, it can affect the way his presentation is constructed and conducted."

The fear of being judged by superiors or of standing in front of a group of people might cause one to be self-conscious and lose the ability to communicate with one's audience.

The key to overcoming the fear of delivering any presentation is to practise constantly.

Said Mr Ng: "Constant practice is one way to ensure that you deliver an impressive presentation. You can overcome your fear by rehearsing your presentation several times to familiarise yourself with the material."

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Quote of the Month

Love / Relationships

"The kinder and more thoughtful a person is, the more kindness he/she can find in other people"

-- Tolstoy

Leadership / Success

"Remember every job is a self-portrait of the person who did it. Autograph your work with excellence"

-- Anonymous

Motivation / Inspiration

"Act with courage and dignity; stick to the ideals that give meaning to life"

-- J. Nehru

Consultant Paul Carr, who manages Paul Carr Consultancy, said that it may be difficult for an employee to get opportunities to practise in the workplace, so it may be necessary to pick up presentation skills at work.

He said: "Few employees have finely-tuned presentation skills. Furthermore, it's rare that they'll be given the opportunity to work on improving these skills once employed.

Yet Management will often expect employees to pick up presentation skills along the way and use them regularly.

Believe in yourself

According to Mr Ng, confidence is key to pulling off a great presentation. He pointed out that one should take pride in oneself and exude confidence when presenting one's work.

Having a positive mindset is one way to establish confidence. Being sceptical of your ability, however, is extremely damaging to your confidence levels.

Mr Carr said that establishing his clients' confidence is one of the first things he does when he conducts training on effective presentation skills. He said "After training quite a number of corporate clients here in Singapore and elsewhere in Asia, the No 1 thing I end up giving people is confidence."

You are the message

Mr Ng noted that many people often neglect the point that you as the speaker are part of the presentation. A compelling speaker who can connect with her audience can make or break a presentation.

"You are not a messenger. You are the message," he said.

To grab the attention of your audience, Mr Ng suggests that you use story-telling techniques or true but shocking statistics.

In any presentation, the closing statement is as important as the opening one. Conclude your address by using any of these common methods: Giving an impactful quotation, offering a summary of the concepts and principles you touched on, or revisiting the story you used at the beginning.

Finally, remember to plan your presentation appropriately. Understanding your audience, subject matter and objectives will determine the length of presentation and visual aids used.