

# How to he a powerful speaker?







### Great work is done by people who are not afraid to be great.





> Good communication in the workplace is just as crucial for the success of a low-level employee as it is for someone in management.



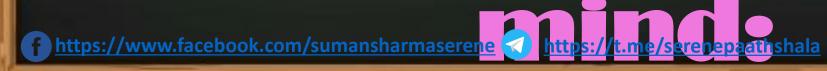


> However, for those who aspire to move up the corporate food chain, learning how to speak like a leader becomes even more important.





# Here are a few tips for anyone whether entry level grunt or C-level honcho—to keep in





#### 1. Speak positively

✓ Staying positive is one of the most important criteria for promotion.







✓ People who can put things in a positive light are proactive and tend to be well liked by their colleagues.







✓ Even while discussing a potentially negative topic, a positive speaker will always attempt to come up with solutions.





✓ Contrast this with the person who simply reports the negative situation without providing any helpful hints or strategies to deal with it.





√ This kind of person will almost certainly be seen as a whiner or complainer—not exactly leadership material!

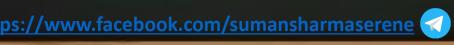






#### 2. Think before you speak

✓ Thinking of what you're going to say ahead of time is essential.





√ Who hasn't made the mistake of jumping in and speaking too hastily, and harmed someone or revealed confidential information in the process?





✓ Crafting your thoughts before you open your mouth will prevent you from saying things that you regret or don't mean (politicians make this mistake all the time).





✓ The French have an expression for this: Tourner sept fois sa langue dans sa bouche ("Roll your tongue seven times in your mouth before you speak").





# 3. Finish each thought before moving on

✓ The pace of business has never been faster,.









✓ By slowing down and wrapping up each topic before moving on, you will present yourself as a thoughtful and measured person.





✓ This approach will also make your colleagues feel more involved in what's going on.





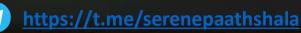


#### 4. Prepare your speeches

✓ A good speaker recognizes that preparation for a speech is often more important than the speech itself.









✓ Flesh out the outline of each presentation in advance, grouping your thoughts in a logical hierarchy.





✓ Index cards are a great way to do this because they can be easily sorted and moved around.





✓ If you feel uncomfortable with public speaking (as many people do), you can rehearse the presentation in front of friends and family.





✓ A good rehearsal confirms that the content, language, and pacing are all in place and ready to







√ With every speech, always start with summarizing the presentation and announcing how long it is going to last.

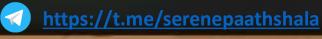






✓ Finally, always finish on a positive note.







# How to Speak to a New Employee?







- > We're thrilled to have you on board. How can we make you feel at home?
- > I can see that you're already fitting in just great.





- > Soon you'll be just like one of the family.
- > I don't know of anyone who has fit in so quickly!





- > After a couple of hours you'll feel like an old timer, I promise.
- > Great to have you working with us. Let me show you around.



- > Don't worry. We'll show you the ropes until you feel more at home.
- > It's okay to feel overwhelmed on your first day. You'll get over it.





- > We all have to do our best to fit in here.
- > Let's make this as painless as possible, okay?





- > I'm sure you'll figure everything out on your own.
- > I hope you're not one of those know-it-alls.





- If you have any questions, let me know. Otherwise, you're on your own.
- Try not to get yourself fired and you'll be fine.



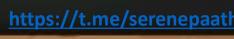


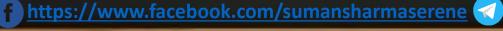
- Just keep your head down and don't be a know-it-all.
- Well, you've certainly got a lot to learn.





> I like to throw the newbies into the deep end to see if they can swim. Don't take it personally. > Oh great, another new hire.







- Let me see if there is anyone I can pawn you off to.
- > You've got some big shoes to fill. I hope you're up for it.





Even though you're new, try to at least act like you're interested.





