**Be Fearless: Public Speaking for Librarians – Learner Guide**

<http://webjunction.org/events/webjunction/be-fearless-public-speaking-for-librarians.html>

**Event Description:** Do you quake at the thought of public speaking? Are you also faced with the need to communicate to audiences, small or large, the importance of your work in libraries? You really can overcome your anxieties and master the art of public speaking. Join us for this webinar to learn some basic skills for preparing and delivering speeches, plus tips to manage your nervousness and make your presentations more memorable. Armed with practical techniques, you’ll be ready to deliver clear, persuasive, and engaging presentations on behalf of your library.

**Presented by:** **Mary H Stein**, Assistant Library Director, and [TedxLSU Speaker](http://youtu.be/BNLO27Hevjc), East Baton Rouge Parish Library, Louisiana.

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| **What are your goals for viewing this webinar?** |
| **Personal Goals** |  |
| **Team Goals** |  |

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| **Discussion/Reflection Question 1** |
| When you receive an invitation for a presentation, consider answering the following: Who are you (your designation, your experience, your achievements)? Who is your audience (board members, parents, city council members)? What will you say (content)? When is the presentation (your schedule)? |
| **Activity 1** |
| Plan a 10-minute presentation on your recently added service. Practice the tone, tempo, eye contact, and movement for your presentation. |
| **Discussion/Reflection Question 2** |
| What are the key points in your strategy for presentation? Do you create an outline? What tools do you bring to the venue? Do you use index cards? Would a prop or visual help you stay on track and/or help the audience better understand the topic or remain engaged? |
| **Activity 2** |
| Review the [6 Communication Barriers](http://sixminutes.dlugan.com/6-communication-barriers/) on the Six Minute website, and list 3 of the barriers you will work to overcome as you develop your public speaking skills:1.2.3. |
| **Activity 3** |
| Having a few library ‘elevator speeches’ or 90 second library pitches at the ready, can be a great way to build confidence in your public speaking skills. Practice morphing a casual comment or question heard while out and about in the community into a library commercial or mini-talk. Do so with a family member or colleague who can provide constructive feedback. |
| **Action Plan:** (include next steps, who, when, etc.) |
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