

Speaking To Be Heard and Understood

Presented by
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Jacksonville, Florida
Courtesy of Toastmasters International



Transit Board Administrators Seminar //



Introductions

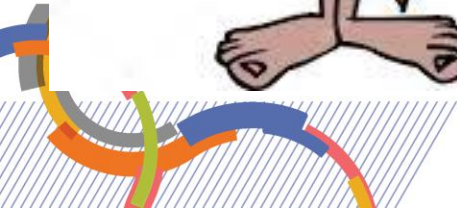
- **Who are we?**
- **What is Toastmasters?**

An International organization dedicated to helping people overcome their fear of speaking publicly.

- **Who are you?**



Introduction to Communications

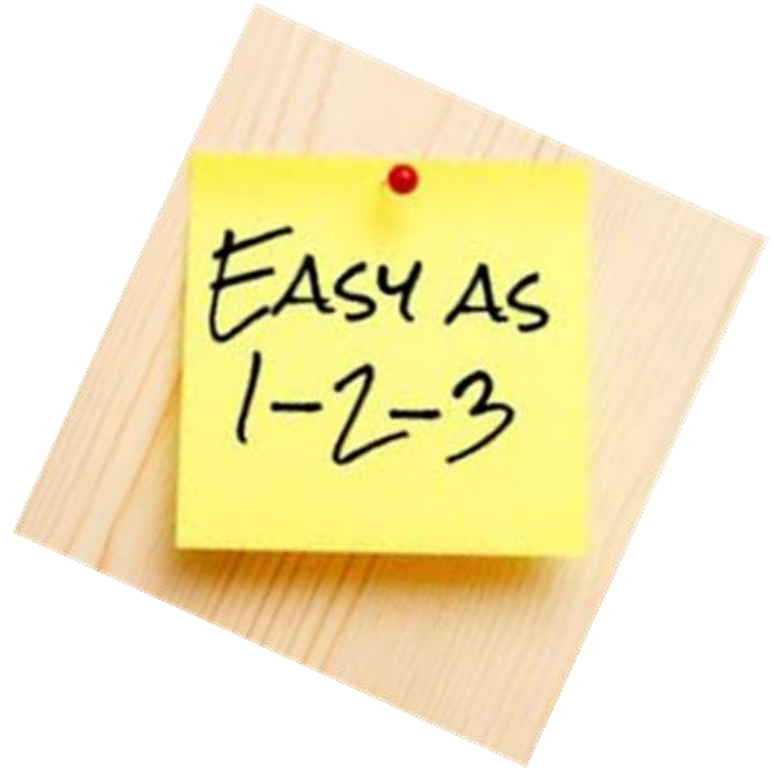


Handshake 101



Presentation Pointers

- **Content**
- **Basic Format**
 - **Introduction**
 - **Open**
 - **Body**
 - **Close**



Presentation Pointers

Demeanor

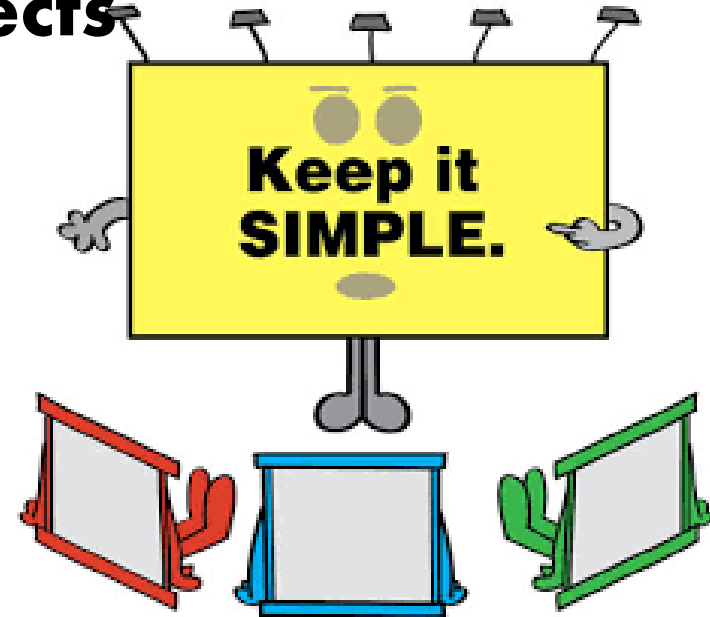
- **Physical**
- **Verbal**



Presentation Pointers

• PowerPoint Tips

- **Fonts, Wording, Visuals, Effects**
- **Templates**
- **Technology & Logistics**



The Elevator Speech

A succinct and persuasive speech that communicates your value.

[Video](#)

How to:

- Briefly introduce yourself
- Be Professional
- Know your Elevator Speech Cold!



You only get one shot, make it count!



Elevator Speech Practice

Let's split into two groups



Q&A

**Your
questions
please**

