

T.I.P.S.

The Speaking Center Presents: Techniques to Improve Public Speaking

To schedule an appointment visit: <https://www.csusb.edu/speaking-center-jhbc>

Convenient and simple techniques or suggestions to help improve in a variety of public speaking areas.

How to Facilitate a Discussion

Understand your role as the discussion leader.

- Create conditions that enable you to remain neutral in the discussion without directing the group to a particular outcome
- Play the “devil’s advocate” role

Provide structure to the discussion.

Guide the discussion.

- Is the group repeating itself? Are all members who wish to participate speaking? Is the discussion staying on track and on time?
- Be factual and specific. Avoid blaming or criticizing individuals.

Participate in productive leadership behaviors.

- Start on time, come prepared, and work toward consensus.
- Keep the group on track
- Include everyone! Be sure all members have an opportunity to be heard.
- Deal with conflict by talking about the facts.
- **Examples:**
 1. "It sounds like we have a difference of opinion here."
 2. "Let's hear from both points of view, and continue until both sides agree they have been understood."
 3. "What do we know about the situation?"
 4. "What concerns do people have?"
 5. "How does the current situation affect your ability to make this decision?"



Summarize the results.

- Summarize key points at the end of the session for:
 - Learning
 - Follow-up
 - Future action