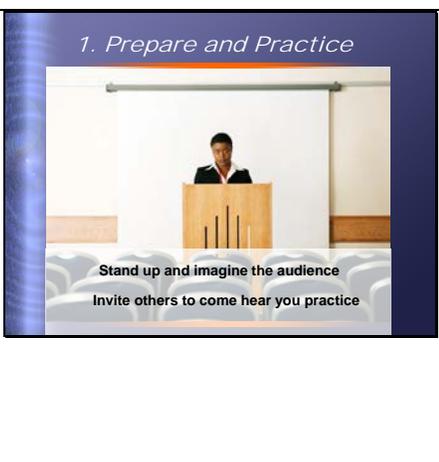


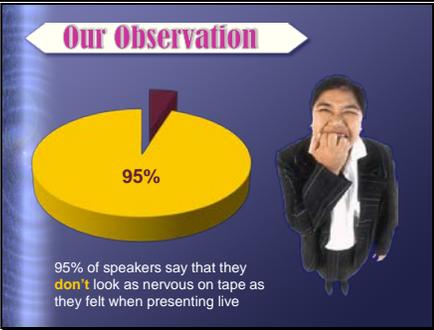
## Reduce Public Speaking Anxiety

	<p>If we want to come across as a calm and confident speaker, we need to find ways to reduce anxiety.</p>
	<p>No matter how much experience you have as a speaker, everyone has a story of a time when they found themselves very uncomfortable. (Trainer – share your story – 30 seconds)</p>
	<p>We are hard wired from millions of years ago that when we are faced with anything that scares us have one of two responses. Either Fight....</p>
	<p>Or flight. And in order to out run a threat (like a grizzly bear) our body is programmed to very quickly pump blood to our lower extremities.</p>

	<p>What happens when your blood rushes to your lower extremities?  It's no longer in your head. And when that happens you can't think clearly. You become anxious and your mouth gets dry. The best way to reduce this physical reaction is to apply many of the following techniques. Here is our top 10 list.</p>
<p>1. Prepare and Practice</p> 	<p>The first and most important recommendation to overcome speaking anxiety is to prepare and practice your talk</p>
<p>1. Prepare and Practice</p> 	<p>We have confirmed after working with hundreds of clients, that the amount of preparation and practice has the greatest impact on reducing anxiety. For any important presentation  <b>CLICK</b>  you should to stand up and practice. If you can get into the room where you will do your final presentation – even better.  <b>CLICK</b>  For even greater success, invite others to come hear you speak. Work through your nerves with a safe group before you have to do the really important presentation.</p>
<p>2. Memorize Opener</p> 	<p>Which brings us to tip # 2 - Memorize your opening Words  It's critical that your opener go smoothly. The smoother your opener, the less likely you'll get nervous. Memorize your opener so that you don't stumble and so you can look confidently at your audience.  How? Here are three ways:  <b>CLICK</b>  - First, Grab your digital recorder. Record your opener and then listen to it. Say it out loud and then use the recorded version to confirm you have the words right.  - Secondly, Rewrite your opener until you can do it from memory a number of times.</p>

<p>3. Prepare to be Great</p>  <p>C-P-G: "I'm confident, I'm prepared and I'm great."</p> <ol style="list-style-type: none"> <li>1. Create your special mantra</li> <li>2. Write it down multiple times before speaking</li> </ol>	<p>Suggestion # 3 for Overcoming Anxiety is to Mentally prepare to be great</p> <p>As many great athletes have learned, even if you have all the skills, you can still lose the competition if you aren't mentally prepared to win. The same is true for public speaking. Nancy Kerrigan, winner of the 1994 Gold in Figure Skating had attempted for years to enter the Olympics. Everyone said she had the talent but she kept losing. She finally hired a "Winning" coach to teach her how to mentally prepare to succeed.</p> <p>Here's what we recommend CLICK First, Create your own special mantra CLICK For example, In emergency response there is something called CPG which translates to mean: the "Comprehensive Preparedness Guide." CLICK Well those same three letters can be your mantra too. Imagine saying to yourself – C-P-G "I'm confident, I'm prepared and I'm great." CLICK Secondly, whatever your mantra is, write it down multiple times before you speak. For example the morning of a talk or the night before</p>
<p>4. Stand and Visualize</p> 	<p># 4 - Stand where you will be speaking and visualize success</p> <p>For most of us, the most nerve wracking moments are the seconds before we are called up to speak. We then walk up in front of everyone and turn around to see a group staring back at us. In order to make those beginning moments less scary try this tip. Before people arrive go to the front of the room and visualize everyone looking back at you. Visualize saying your opening words and having everyone engaged and interested. Take deep breathes and feel yourself taking control.</p>
<p>5. Hydrate</p> 	<p># 5 – Hydrate – drink lots of room temperature water. Ideally you should drink 8 – 16 oz of water before your talk.</p> <p>If you can, avoid really cold ice water. Opera singers know, warm or room temperature water is better for your vocal chords than cold water.</p>

<p>6. Watch Food and Beverages</p> 	<p># 6 – Watch what you eat or drink ahead of time</p> <p>The wrong food and beverages cause two problems: Dry mouth and increased nervousness. In general eat light before speaking.</p>
<p>6. Watch Food and Drink</p> 	<p>Here's what we suggest you avoid</p> <p>Avoid Coffee, tea or caffeinated sodas CLICK</p> <p>Avoid Milk-based products like milk, cream sauces, ice cream and eggs CLICK</p> <p>Avoid Alcoholic drinks (though some say one drink at an evening event actually calms the nerves a little) CLICK</p> <p>Lastly, avoid salty foods like ham, chips and Chinese food, for example CLICK</p> <p>Instead of consuming these items – drink plenty of water</p>
<p>7. Block Negative Thoughts</p> 	<p># 7 Block Negative Thoughts</p> <p>The minute you sense or find yourself saying anything troubling or negative, stop and replace it with CLICK</p> <p>“Cancel, cancel, cancel” or your positive mantra. Athletes use this technique to get themselves focused on winning.</p>

<p><i>8. Use Relaxation Techniques</i></p>  <ul style="list-style-type: none"> <li>• Take three deep breaths</li> <li>• Flex toes and fingers</li> <li>• Roll your neck</li> <li>• Visualize an activity you enjoy</li> <li>• Put hands in warm water</li> </ul>	<p># 8 – Use relaxation techniques. Here’s our list of techniques that we think work best</p> <p>CLICK</p> <ul style="list-style-type: none"> <li>•Practice deep breathing – three times from your abdomen, not chest</li> <li>•Flex your toes and fingers</li> <li>•Roll your neck</li> <li>•Visualize an activity that you enjoy and replay it in your mind</li> <li>•Put your hands in warm water</li> </ul>
<p><i>9. You Don't Look Like You Feel</i></p> 	<p>Which brings me to tip # 9 – No matter how nervous you feel. You never look that nervous.</p> <p>You may be telling yourself, I feel nervous and everybody knows about it. But based on videotaped sessions with clients we know that</p> <p>CLICK</p> <p>you never look as nervous as you feel. Tell yourself...</p> <p>CLICK</p> <p>“They can’t see that I’m nervous.”</p>
<p><b>Our Observation</b></p>  <p>95% of speakers say that they <b>don't</b> look as nervous on tape as they felt when presenting live</p>	<p>In fact, it is our observation that in 95% of the cases clients will say after looking at their videotapes that they are shocked to see that they don’t look anywhere near as nervous as they felt. In many cases they don’t look nervous at all.</p>

	<p><b># 10 – Practice Speaking Often</b></p> <p>Here's our last tip. Psychologists will tell you that for any fear the best way to get over it, is to create a numbness towards it. Whether the fear is flying, heights, deep water or public speaking. The more you do it, the less intimidating it feels. <b>CLICK</b></p> <p>The most effective remedy of all is to speak often – 3 or more times a month.</p>
	<p>Questions - Discussion</p>