



Make an Impact. Get Results!

Professional Development Program

for

Leadership Council on Legal Diversity

2016 Fellows First Meeting

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**Hyatt Regency Austin
Austin, Texas**

Presented by:

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Your Name: _____

Speak Up: Harness the Magic Power of Your Voice

- S**
- Slow down. Breathe in between thoughts.
 - Speak in Sound bites: short memorable phrases or concepts.
 - Smile appropriately.
 - Summarize to make your points memorable.

- P**
- Project your voice for more control.
 - Pause for emphasis, dramatic effect and to buy "thinking time."
 - Pace yourself. Develop a rhythm.
 - Practice Baerobics™ techniques e.g., diaphragmatic breathing & range work.
 - Paint Pictures by stories, analogies and metaphors.

- E**
- Emphasize key words.
 - Enthusiasm - let your enthusiasm and energy shine through. It's contagious.
 - Enunciate clearly - open your mouth wider.

- A**
- Animate with vocal variety.
 - Vary your tone and pitch.
 - Gesture to enliven your voice, even if they cannot see you.
 - Ask questions to engage your listeners, even if they are rhetorical questions.

- K**
- KISS: Keep It Short and Simple.
 - Keep it conversational to better connect with your audience.
 - Know your vocal range to avoid cracking or straining your voice.

Project your Voice. Sound Alive.

3. It's All in Your Hands: The Do's & Don'ts of Hand Gestures

H▪ Hold the gesture for a second or two before releasing - it adds emphasis and shows confidence.
▪ Hands open when pointing, keep palm up and fingers together. Don't point with one finger.

A▪ Use appropriate hand and arm gestures that are in-synch with your message.
▪ Gesture above your waist.
▪ Gesture away from your body for more presence. Bigger is better.

N▪ Never use the same hand movements for several thoughts. Vary your gestures.
▪ Naturally gesture as you would in one-on-one conversations.

D▪ Drop your arms at your sides when not gesturing.
▪ Different gestures for different concepts create a more interesting presentation.
▪ Don't fidget, don't lock your hands or clench your fists, don't grip the podium.

S▪ Let your hands tell "your story."
▪ Switch hands for emphasis.

**Your Hands Speak Volumes.
Turn Fish-Flippers into Meaningful Statements.**

4. Straight Talk:



How to Control Your Posture & Stance

- S**
- Straight Skis:
 - Stand or sit up tall with your shoulders back and your feet hips-width apart.
 - Stand with your feet hips width apart.

- T**
- Toes pointed straight toward the back wall.

- A**
- Always balance your weight. Don't shift your weight from side to side.
 - Avoid resting your weight on just one leg. Soon, you will want to shift your weight to the other leg.

- N**
- Never move without a purpose. Move with a purpose - you will look confident and in control.

- D**
- Don't sway or rock back and forth.
 - Don't angle your feet when standing. If you do, you will inevitably begin to shift your weight and do the "cha-cha" dance.

Lock in Your Straight Skis. Move with a Purpose.

5. Let the UM & UM's Melt in Your Mouth:

Eliminating Word Fillers

Stop. Look. Speak.

STOP: Before an "um", "uh", "ehr", "ya know" or "like" comes out of your mouth, STOP!

LOOK: Look to another person silently (and to yet another person if necessary/possible) until you know what you want to say.

SPEAK: Speak your next thought to the new person. Repeat your last phrase if necessary.

Pause.

Allow a silence as you think what you want to say next.

Until you know what you want to say next, pause and look to another person. You remain poised and the audience does not know you are searching for your thoughts.

Speak your new thought while focusing on a new person.

Everyone will stay connected to you and your message with the glue of "silence" and eye contact. It's much less distracting than looking down or up and letting an um & um fall

out of
your mouth.

Silence Speaks Louder than Um & Ums.

Checklist for Communicators

Speaker's Name: _____ Date: _____

Presentation: _____

Area	Effective	Ineffective	Observations
Eye Communication:			
Voice:			
<i>Volume</i>			
<i>Animation</i>			
<i>Speed</i>			
<i>Emphasize Key Words</i>			
<i>Silence</i>			
<i>Um & Um's™</i>			
<i>Tone</i>			
Hand Gestures:			
Posture/Stance:			
Content:			
<i>Opening</i>			
<i>Middle</i>			
<i>Close</i>			
<i>Organized, Clear Points</i>			
Dress & Image			
Overall Impression			

Comments: _____