

## Communication Retreat Preparation Guide

The mind is a wonderful thing. It starts working the minute you're born and never stops until you get up to speak in public.

You'll do well, you're with friends, so relax. You'll be great, I really do look forward to your presentations. The retreat is always challenging, fun, and the presentations are great!

Here is a review of our "communication retreat" projects:

- A.** One, 30-second "commercial" on any topic. Not 29 seconds and not 31 seconds. They are usually funny but don't have to be.
- B.** One, 18-minute (maximum) "sermon" (15–18 minutes is the range).
  1. Concentrate on delivery over content. Select a Bible passage of your choice but chose one that is very familiar to you. Do not select a scripture that you have to do research on, or that requires a great deal of explanation just for the listeners to understand. Pick a passage that is straight forward, and you have passion about. The focus of this exercise is more about communicating truth rather than discerning truth. Both are important, but we'll focus on the former. (We'll save exegesis and hermeneutics for another time!)
  2. Prepare a note-taking outline for each of the guys.
  3. Be sure to include application in your presentation. Give practical "to do's" as part of the application.
- C.** Prepare to deliver a dramatic reading of the Gettysburg Address. This is your chance to be a star! You don't have to memorize it, but you need to know it very well. The purpose is learning to read well in a public setting, practice voice control, and it's a good warm-up before your sermon.
- D.** Read *Talk Like Ted* and complete the **Application Guide**.

## **Application Guide:**

### **Talk Like Ted**

The 9 Public-Speaking Secrets of the World's Top Minds

**CARMINE GALLO**

#### **Part I: Emotional (Touch the heart)**

1. Unleash the Master Within  
Passion matters. You can't inspire others unless you are inspired yourself.

**Q. How do you cultivate and sustain your own personal inspiration?**

2. Master the Art of Storytelling  
You simply cannot persuade by content and logic alone.

**Q. What constitutes a well told story?**

3. Have a Conversation  
Master your content and make it like a conversation.

**Q. What are the key elements to make your talk like a conversation?**

#### **Part II : Novel (Teach me something new)**

4. Teach Me Something New  
Deliver the content, some known and some new, but always with a new angle, twist or insight.

**Q. Why is it important to deliver the content in new, fresh and relevant ways?**

5. Deliver Jaw-Dropping Moments

A “holy smokes” jaw-dropping moment need not be large or fancy, but remember, the brain does not pay attention to boring things.

**Q. Give 3 examples either from this chapter or talks you’ve heard of a memorable “jaw-dropping” moment.**

6. Lighten up

The brain loves humor and lightheartedness. Humor lowers defenses and makes the audience more receptive. Don’t try to be funny, and don’t tell jokes. Just deliver light moments that bring a smile to you.

**Q. Which 2 of the 5 ways listed in this chapter to help you deliver just the right amount of humor appeal the most to you and why? (pages 167-175)**

**Part III : Memorable (Present content in a way that the hearer never forgets)**

7. Stick to the 18-Minute Rule

If you must speak longer than 18 minutes, build in soft breaks with stories, videos, demonstrations etc. every 10 minutes.)

**Q. Why is a shorter talk always better than a longer talk?**

8. Paint a Mental Picture with Multisensory Experiences  
Anything visual will enhance your talk.

**Q. What is your favorite “visual” you’ve seen PK use in a sermon?**

9. Stay in Your Lane  
Be authentic, open and transparent.

**Q. What are 1-2 practical ways you can connect with your audience at a heart level?**

**Application Guide:**

**The Art and Skill of Communication**

1. What value do you see in developing your skills as a public communicator?
2. On a scale of 1–10, 1= Calm and relaxed 10= Full cardiac arrest how do you feel about standing in front of people making a “speech”?

1      2      3      4      5      6      7      8      9      10

3. Which is more important, content or delivery? Why?
4. In your opinion, what makes a communicator effective?
5. Which is more important, preparing the message or preparing the messenger? Why?
6. What things “bug” or annoy you when you listen to a speaker that isn’t doing a good job?
7. Name a few of your favorite “speakers” and tell why you like them.

## **Address delivered at the dedication of the Cemetery at Gettysburg**

Final Revision November 18, 1863

Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in liberty, and dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war, testing whether that nation or any other nation so conceived and so dedicated, can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

But, in a larger sense, we cannot dedicate — we cannot consecrate — we cannot hallow — this ground. The brave men, living and dead, who struggled here, have consecrated it, far above our poor power to add or detract. The world will little note, nor long remember what we say here, but it can never forget what they did here. It is for us the living, rather, to be dedicated here to the unfinished work which they who fought here have thus far so nobly advanced. It is rather for us to be here dedicated to the great task remaining before us — that from these honored dead we take increased devotion to that cause for which they gave the last full measure of devotion — that we here highly resolve that these dead shall not have died in vain — that this nation, under God, shall have a new birth of freedom — and that government of the people, by the people, for the people, shall not perish from the earth.

Abraham Lincoln

## Communication – The Physical Elements

*86 percent of communication is visual...so learn this well.*

### I. Your Voice

---

#### A. Level Up

- Speak to the person furthest away.

#### B. Speed Down

- Clarity

#### C. Pauses can be golden

- Do what makes the audience comfortable

### II. Your Body

---

#### A. Weight evenly distributed on both feet.

Don't slump (feet are shoulder distance apart).

#### B. Look before you walk.

#### C. Don't twist your body.

#### D. Lectern: purpose is to hold your notes, not you!

#### E. The eyes

##### 1. "Eye-to-eye principle;" never speak without a "pair of eyes."

- Not to the wall, floor, clock in the back of the room.
- a. Eliminates distractions and reduces pressure.
  - When you scan you take in all colors, shapes, sizes, distracts your mind.
- b. Easier to concentrate, maximize thinking ability.
  - Looking straight at somebody
- c. It's more personal.
- d. Controls nervousness.
- e. Keeps you from scanning — sweeping

2. Pay attention to the audience — “read them” with your eyes.
3. Finish one thought with one person.
  - “Five seconds”
  - “No one else in the room”
  - “I to him,” not “I to them”

### **III. Your Gestures**

---

- A.** Move with a sense of natural freedom.
- B.** Most are not animated enough
- C.** Don't walk off energy.
  - a. Harness nervousness as positive energy — concentrate
  - b. If nervous, stand still
- D.** Two arms are better than one.
- E.** Avoid the telephone booth syndrome.
- F.** SMILE!
- G.** Use definite (firm), complete gestures.



## Everybody Communicates! (Not Everyone Communicates Well)

JMEN Retreat

Speeches are like babies; easy to conceive but hard to deliver.

Larry Wilde

An intellectual is a man who takes more words than necessary to tell more than he knows.

Dwight D. Eisenhower

Don't speak unless you can improve on silence.

Calvin Coolidge

Leaders communicate to make things happen.

### The Art of Communication:

1. Communication begins with the ability to \_\_\_\_\_.

2. Communication is enhanced by substantial \_\_\_\_\_.

\_\_\_\_\_ and freedom comes from preparation.

- Start with the \_\_\_\_\_
- Form the \_\_\_\_\_
- Develop the \_\_\_\_\_
- Craft your \_\_\_\_\_
- Add your \_\_\_\_\_

\_\_\_\_\_ comes from time with God.

3. Communication wins in your \_\_\_\_\_.

- Know your \_\_\_\_\_.
- Read the \_\_\_\_\_.
- Make them \_\_\_\_\_.
- Tell the \_\_\_\_\_.
- Land the \_\_\_\_\_.

This is the leadership moment.

- What is the point of the message?
  - What do you want each person to \_\_\_\_\_?
  - What do you want each person to \_\_\_\_\_?
- 
- a) Know your \_\_\_\_\_.
  - b) Don't \_\_\_\_\_.
  - c) Keep the \_\_\_\_\_.

## Joshua's Men Communication Retreat Speaker's Growth Form

Speaker's Name: \_\_\_\_\_

1. The main point of the message was:

2. What helped you hear the message?

Keep in mind:

Conviction  
Consecration  
Compassion  
Content  
Creativity  
Clarity  
Connection  
Credibility

3. What hindered you in hearing the message?

Keep in mind:

Voice variance  
Tone of voice  
Pacing  
Eye contact  
Body language  
Energy

4. Overall rating of the message (circle one):

"More! More!" Bravo!

"Memorable"

"Interesting"

"Okay"

"Your next one is sure to be better!"

And Special Skills:

Story telling  
Holding Attention  
Humor

Your name: \_\_\_\_\_