

# Meeting Support Institute

## Meeting Content Conference

Frankfurt, 20 April 2007

Results from: [Crystal Interactive](#)

### Breakout Session IV – Speaker Competencies with Richard John

#### Listening skills

- Be humble - expect the audience to disagree with you
- Listening skills
- Good listener
- Understand listeners and where they come from
- Understand what the audience wants - learning/entertainment?
- Good listener
- Respect the audience

#### Good clear presenter

- Clear point in few words
- Should be able to raise their voice/ speak without mic
- KISS principle

#### Technical skills

- PowerPoint skills - 2007
- Should speak the conference language
- Must be able to be concise.
- Look at everyone in the audience at least once

#### Level of preparation

- Understand the learning processes
- Stick to the brief
- Come prepared
- Willing to do a rehearsal

#### Flexibility

- Should be able to improvise
- Flexible - will comply to the program
- They must be facilitatable
- No panic when it goes wrong
- Change activity from time to time
- Able to remain calm if something unexpected happens on stage

#### Charisma

- Look good
- Engage the audience
- Charisma
- Use humour, selectively
- Must be an active and dynamic person

#### Originality

- Update - stop rehashing the same old presentation
- Must have interesting provocative content
- His own strong point of view whether or not the audience likes it
- Controversial

#### Other

- The more senior, the better
- Willing to be part of the total program - stay/participate in other sessions.

- Avoid sales presentations
- Upset speakers are great
- Learn from their performance
- Willing to learn himself
- Willing to share information
- Motivated to communicate to audience
- Facilitator or moderator