



LEADERSHIP EXCELLENCE

TOOLKIT



**BONUS
STAR**



HOW TO USE THE TOOLKIT

1. Cultivate Key Habits

This toolkit is designed to help you ***cultivate key habits*** to become the leader who inspires, influences, and leaves a permanent impact.

2. Learn from Golden Stars

Each Golden Star has a ***unique Toolkit***.

This is not a stand-alone resource. Use it in ***conjunction*** with the 10 Golden Stars to Leadership Excellence ***Book*** and/or ***Masterclass***.

Maximize this learning opportunity by ***answering*** the questions in the space provided, with ***honesty and self-reflection***.

3. Return to the Toolkit

Use the toolkit as a method to ***monitor your leadership growth***.

Regularly return to this toolkit to ***refresh your knowledge*** and compare past to present.



PUBLIC SPEAKING: 16 TECHNIQUES

Below follow the 16 techniques, please refer to the book/masterclass for more details on each.

<div>1. Authenticity is...</div> <div></div>	<div>2. Preparation is KEY</div> <div></div>	<div>3. Know your Audience</div> <div></div>	<div>4. Presence</div> <div></div>
<div>5. Voice</div> <div></div>	<div>6. Body Language</div> <div></div>	<div>7. Visual Aids</div> <div></div>	<div>8. Captivate</div> <div></div>
<div>9. Humor</div> <div></div>	<div>10. Questions & Answers</div> <div></div>	<div>11. Time your Speech</div> <div></div>	<div>12. Be Adaptable</div> <div></div>
<div>13. Persuasion</div> <div></div>	<div>14. Expect the unexpected</div> <div></div>	<div>15. Arrive Early</div> <div></div>	<div>16. Monitor your progress</div> <div></div>

Which of the above techniques do you need to work on to build your confidence for public speaking?

SPARK MODEL

Employ the SPARK Model to brainstorm ideas and plan for your next speech.

Use the space provided to fill in your ideas.



Study the setting and audience. *Write down what you know about your audience.*



Prepare and practice. *Write down your ideas and prepare a story outline. Practice it out loud.*

SPARK MODEL CONTINUED



Authenticity and adaptability. What real life experiences can you use to make your story authentic? Write them down.



Rehearse and review. Write down what worked and what didn't work in the practice sessions.



Know your “Plan B”. Write down how you can adapt if something changes, for example technical issues.

STORYTELLING



Reflect on your current experience of storytelling over the last few sessions.

Have you had a chance to implement storytelling in your leadership journey?

What elements of storytelling can you strengthen?

S

SPECIFIC

M

MEASURABLE

A

ATTAINABLE

R

RELEVANT

T

TIME-BOUND

GOALS

Set 2–3 SMART goals to improve your public speaking skills.
For example:

“Over the next two months, I will give a speech about a topic I am interested in, to a group of people and practice my public speaking techniques.”