

## How do you delegate effectively?



Here are some tips.

1. Select people for the job and motivate them. Determine what makes a member “tick” and appeal to one of his/her needs and values.
2. Match the person to the task. You compliment a member when you ask her to take on a task that matches or expands her skills. People enjoy showing off what they know.
3. Define the task and communicate them clearly. Clearly communicate the purpose of the job, her responsibilities, and the schedule. Specify and quantify the expected outcome. Give outlines, checklists, and all aids. If there is a handbook available, get her one. A detailed job description should also be available. Training aids, reference people, whatever you can give to help them do the job. And give her the authority to do the job. Get her commitment to do the job.
4. Track progress, give feedback, and help solve problems. Ask open ended questions periodically. If project is off track, remain helpful and positive.
5. There are differences in creativity and variations in work styles. Keep your focus on the final result, not on the details of how to get the work done.
6. Show appreciation. Thank you notes, mention thanks at event, or at club meeting, certificates, small gifts if budget available.

# Tips for effective public speaking!

1. Know your material. Pick a topic you are interested in and understand. Use humor, personal stories, and conversational language when possible.
2. Practice, practice, practice. Rehearse out loud with all the equipment you plan on using. Use a timer and allow time for the unexpected.
3. Know your audience. Greet some of them as they arrive. It is easier to speak to a group of friends, than strangers.
4. Visualize yourself giving the speech.
5. Know the room if possible. Arrive early, walk around and practice using the microphone and any visual aids.
6. Relax. Pause, smile, and count to three before saying anything.
7. Realize that people want you to succeed.
8. Don't apologize for nervousness or any problems.

When organizing your speech use the old tried and true journalism w's..

Why, who, what effect do you want to gain from your speech, and  
what subject were you asked to speak about.