



## ***GIVE VOICE! SPEAKERS CLUB***

### ***GUIDE FOR GUEST SPEAKERS PRESENTING TIPS ON EMPLOYMENT***

Thank you for volunteering to be a Guest Speaker at our GIVE VOICE! Speakers Club! This Guide will assist you in the preparation of your speaking role(s).

#### **CLUB DESCRIPTION and TARGET AUDIENCE**

The Club provides a safe and encouraging forum for people with mental health issues, their supporters, and others to build on their confidence through public speaking, and to gain knowledge in three specific areas: Employment, Mental Health, and Public Speaking.

Thinking about or dealing with employment is an aspect of life that can be daunting and overwhelming. People can be unaware of their options, lack the motivation or confidence, or may not know where to begin. As someone who will be speaking on the subject of Employment, your contribution will give Club-goers some insight and tips and will contribute to their sense of hope and motivation.

Club-goers will likely respond best to an encouraging atmosphere that is casual and non-intimidating. The Agenda (see attached) accommodates short speeches, mostly meant to entertain and encourage, with some simple, straight-forward information “thrown in”. Your educational speech will be a very brief (but important) component of the evening. Ideally, Club-goers should receive a small amount of important information, rather than be expected to digest vast amounts of material.

#### **SPEECH DETAILS**

Our Club Agenda (see attached) provides two speaking roles for our Guest Speaker:

1. ***(Optional) Motivational Speech (5 to 10 min)***: This speech is meant to “kick off” the meeting by setting an encouraging, hopeful tone for the evening. Ideally, the speech would convey a hopeful, encouraging story or anecdote that revolves around the subject of Employment. Perhaps you know someone who, despite their struggles, successfully found a job or got a promotion? Or perhaps you have a story about someone who didn’t know where to start, but found assistance in one form or another? Or maybe you could read an excerpt from an article that you think is befitting? If you have an idea for a motivational speech but it doesn’t involve employment, that’s certainly fine too. Above all, the “feel” of the speech should be uplifting and hopeful. If you can’t find material for this speech, or would rather not speak in this role, no problem! We can find another speaker to take on this role.



2. **Educational Speech (up to 15 min):** This speech will provide the audience with some brief advice or “tips” on an Employment topic of your choice. The information conveyed should be relatively simple and straight-forward, and ideally should provide the audience with a small number of specific things that they can work on. Your speech topic can be general (such as “how to go about finding a job”), or very specific (such as “how to dress during an interview”). Your speech might focus on the job search itself (i.e. interviews, resumes, job search engines etc.), or on career counseling (i.e. interest surveys, Myers-Briggs test, etc.), or could even be about a specific career or company (i.e. what your company does, what your company looks for when hiring, etc.).

## HANDOUTS

We would also appreciate it if you could provide a **one-page handout** for our audience to take home, summarizing the information that provided in the **Educational Speech**. This handout can be very brief, and would highlight the most important points of your speech so that the audience doesn’t need to write it down.

No need to print off your handout - just send an electronic copy to us before the meeting (at [mina\\_mccluskey@yahoo.ca](mailto:mina_mccluskey@yahoo.ca)), and we will print copies to hand out to the audience.

## FACILITIES

The Club is located at The Evergreen Seniors Centre in Guelph. The meeting room accommodates up to 75 people, though we expect to have between 15 and 30 attendees.

The room is equipped with a podium, overhead projector, pull-down screen, whiteboard, and easel. If you require additional equipment, we will certainly try to accommodate you. Please contact us to discuss additional equipment needs.

If you plan to use the overhead projector, you can email your presentation materials to us before the meeting, and we will make overheads for you.

## TO SHOW OUR APPRECIATION...

In appreciation of your willingness to share your time and expertise with our audience members, you will be presented with a small gift at the end of the meeting. Your contribution will have limitless value to our members, and this gift is just a small token of our thanks. It’s only with the help of people like you that we will be able to fulfill our vision for this program. Thank you again for being a Guest Speaker!



## GIVE VOICE SPEAKERS CLUB SAMPLE AGENDA

**CLUB DATE:**

**CLUB THEME:**

SECTION	ROLE	WHO CAN SPEAK?	NAME	TITLE/SUBJECT	TIME (minutes)
<b>Opening</b>	Chair	Facilitator	Mina	Opening Remarks & Intros	up to 10
	Motivational Speaker	Guest Speaker			3 to 5
<b>Humour</b>	Humour Speaker #1	Club-goer			1 to 2
	Humour Speaker #2	Club-goer			1 to 2
	Humour Speaker #3	Club-goer			1 to 2
<b>Sharing (Mental Illness)</b>	Sharing Speaker #1	Club-goer			3 to 5
	Sharing Speaker #2	Club-goer			3 to 5
	Sharing Speaker #3	Club-goer			3 to 5
<b>Sharing (Fun Stuff!)</b>	Fun Speaker #1	Club-goer			3 to 5
	Fun Speaker #2	Club-goer			3 to 5
	Fun Speaker #3	Club-goer			3 to 5
<b>REFRESHMENT BREAK</b>		<b>STRETCH AND MINGLE!</b>			
<b>Education</b>	Education Speaker #1	Guest Speaker			up to 15
	Education Speaker #2	Facilitator			up to 5
	Education Speaker #3	Club-goer			2 to 3
	Education Speaker #4	Club-goer			2 to 3
<b>Humour</b>	Humour Speaker #4	Club-goer			1 to 2
	Humour Speaker #5	Club-goer			1 to 2
	Humour Speaker #6	Club-goer			1 to 2
<b>Closing</b>	Chair	Facilitator	Mina	Closing Remarks	up to 5