



# Rotary Club of Darwin Sunrise



## GUIDELINES FOR A CLASSIFICATION OR JOB TALK



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Northern Territory Government

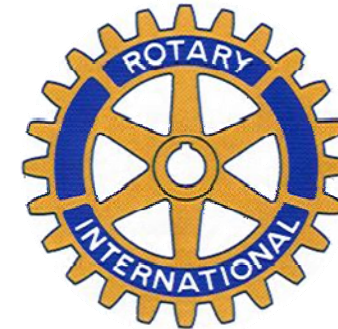


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**Service Above Self**



**GUIDELINES FOR A CLASSIFICATION  
OR JOB TALK**

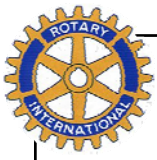
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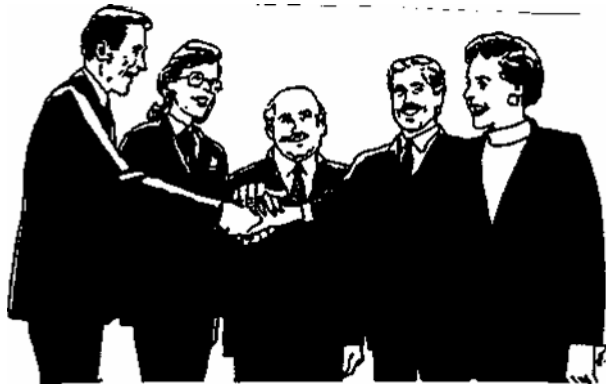


## A Rotary Challenge

Your Vocation Service group has a responsibility to ensure that due emphasis is given to the promotion and celebration of Vocations within our Club and the wider community

As a committed Rotarian you are given the challenge to be pro-active by volunteering yourself to give a Classification or 'Job' Talk to your fellow Rotarians. After all, as the representative of your vocation in the Club, you are best qualified for the task, don't wait to be asked !

The very first Rotary meetings were rotated between the member's places of work. Visits to workplaces are an excellent way of stimulating vocational awareness and our Club is very active in this area. Again it will not happen without you accepting the challenge to volunteer your workplace as a venue.



SHARING OUR SKILLS, EXPERIENCE AND WISDOM



## In Conclusion

Remember that you can't do the impossible in the time given to you for your talk. Be selective in what you present and consider providing members with more detailed information with copies of handouts that you may prepare specifically in relation to your talk or what may be available for distribution about your Vocation and that you consider to be appropriate.

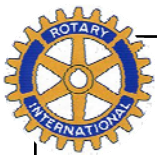
Allow time for questions from members - keep your response to question short and to the point, there is nothing more disastrous than a mini-talk response.

Handouts should always be given at the conclusion of your talk - not before or during your presentation - keep the focus on what you are saying !

If you're audio-visual aids fail you - don't try to preserve with it - this could be both time consuming and distracting. Be brave - abandon it and continue with your prepared text - your audience will be appreciative and acknowledge your flexibility.



Relax - it will all turn out OK on the day!



- ◆ Maintain eye contact with your audience. Even if you are speaking from a prepared text, look up every few sentences, directing your gaze across the audience. If you identify a couple of sympathetic listeners - and you will - use your eye contact with them to build your confidence during the presentation.
- ◆ Avoid the urge to rush through your talk to "get it over with". Relax in the knowledge that what you have to say is important.
- ◆ Take the time to pause, regulate your breathing and if your mouth is dry - have a drink !
- ◆ Putting genuine emotion into your voice will help establish a rapport with your audience. On the other hand, your audience will easily see through exaggerations so - be yourself !

Consider using visuals to enliven your presentation. Computer generated visuals can be very effective so can the effective use of an overhead projector to present detailed information or simply work through your main points. Even a whiteboard or flip sheets on a stand and felt pens can direct the audience's attention to a point or information you wish to emphasise. Remember to do a test run on any equipment you use - nothing is more distracting than waiting while a speaker struggles with getting it to work or searching for misplaced overhead transparencies.



## Preparation

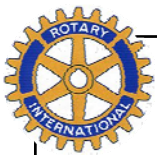
Keeping the audience interested begins with the preparation of the talk. Obviously, the more inexperienced you are as a speaker, the more preparation you should put into your preparation.

Start by writing a comprehensive outline of all the points you want to cover in the order of their importance. Work your way from the general overall characteristics and activities of your vocation to the specifics involved in your particular position.



Consider touching on the following points

- ◆ A brief history of your career, including why you chose your particular business or profession
- ◆ The parts of your vocation you find most rewarding and most difficult (Don't be afraid to express personal feelings; sincere emotion always increases audience responsiveness).
- ◆ Standards of practice within your field - the ethical issues you face in your work and how Rotary helps you deal with them.



- ◆ The characteristics most needed for success in your business or profession.
- ◆ The changes that technology, government regulations, environment factors, and other outside forces have generated in your field and how these changes may in turn be affecting other fields.

When you are satisfied with your point or main headings outline start to expand on each with specific information. Include examples and anecdotes to help explain complicated information and make your talk more lively. Avoid using professional jargon. Your listeners will lose interest if you lecture or use technical language so stick to plain English in your presentation.

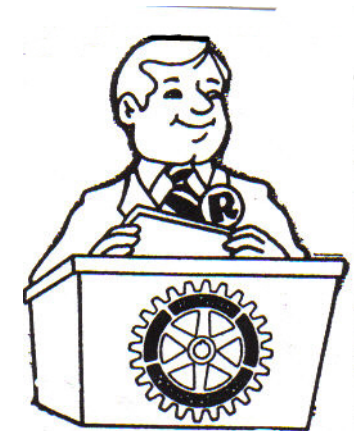
Read your finished draft aloud and time yourself. Ten minutes should be the maximum remembering that in addition to this there should be opportunity for questions.

Continue practicing and refining your talk until you feel comfortable with it. Then try it out on a colleague who would easily recognise points you had missed. Also, present the talk to a family member or someone else outside your vocational field who could point out details that are not clear and/or are too technical or jargonised.



## Presentation

**CONFIDENCE** is the by-word remember you are talking to a group of like-minded friends who are supportive and interested in what you have to tell them about yourself and your vocation.



The following guidelines are tried and tested in giving a lively presentation and keeping the interest of your audience

- ◆ Speak clearly and in an audible tone.
- ◆ Stick to your prepared text. People who are unaccustomed to speaking extemporaneously tend to ramble if they try to adlib and invariably lose the thread of the talk.
- ◆ Avoid nervous habits, such as shifting from one foot to another, coughing or speech additives such as "er". "ah" or the rising inflection "eh".
- ◆ Use hand movements sparingly. Gestures can help you be more expressive but will be distracting if they are continuous or jerky.