



Leadership And Communication Experience

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Remember My Name

**Powerful Introductions
Drive Your Success**

PRESENTERS



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Why do we need introductions?

- Facilitate transitions
- Establish credibility
- Set proper tone
- Enhance content
- Drive future success

Audience Participation – 4 Volunteers

SALES	SERVICE	JOB SEEKER	TOASTMASTER
NAME	NAME	NAME	NAME
PRODUCT	SERVICE	EXPERTISE	CLUB
NEED/BENEFITS	BENEFITS	BENEFITS	BENEFITS
WHY YOU?	WHY YOU?	WHY YOU?	WHY THIS CLUB?

Psychology and Learning

- Learning Styles:
Visual, Auditory, Kinesthetic
Visualize it. Repeat it. Write it down.
- Communication Styles:
Relationships; Personal worth;
Think it through; Director
- Psychology of Learning:
First and last impressions
Importance (need to know)
Bad is stronger than good
Same day review for long-term retention

The Art of Building Relationships

- I. Choose to Care
- II. Memorize Names
- III. Remember by Association

I. Choose to Care

Why?

1. Career Change Opportunity

2. Personal Coach

3. Develop a Business Partner

Steve Jobs and Steve Wozniak

4. Exchange Business Leads

II. Memorize Names

1. Meet & Repeat
2. Make connections
3. Name with Face
Feature



Home



Brain



Memory



Success



Games

Games

Name that name

 MASTER YOUR MEMORY.

  ?  TOM?    SARAH?  

  NAME THAT NAME  

PLAY NOW



HOW TO PLAY THE GAME

This game tests how good you are at putting a name to a face:

- ☆ Look at each photo and try to remember their name.
- ☆ Click 'test me' when you think you've learnt them.
- ☆ But remember to watch your spelling...

You can improve your score by learning this technique:



Never forget a face
Remember names

<http://www.bbc.co.uk/scotland/brainsmart/games/faces/>

III. Remember by Association

1. Use your Vivid Imagination

1. 5 Senses Critical Relationship Development Variables

2. Auditory

3. Visual

4. Sensory Feelings

Recap: Building Relationships

People engage with those they know, like and trust.

The best and fastest way to achieve this is by:

- Choosing to Care
- Learn their name
- Use your senses and associations

Quiz Time

Who: _____

What: _____

Why: _____

- How did you remember their name?
- What did they want?
- Good stuff – what did you like?
- Strong impressions - what do YOU remember most?

Show of Hands: Would you be able to introduce that person to the rest of us?

Help Others Remember You

Be Distinctive

Association

Alliteration

Taglines

Be Clear

Enunciate

Pause

Repeat key words

PROVIDE connection, association, organization or context:

Alliteration/Association = Laura the Lawyer

Tagline = _____

Action = _____

Activity: Write Your Own Introduction

10-Second Introduction	30-Second Introduction
(1) Your Name/Company or Club	(1) Name/Title
(2) Your Profession or Title	(2) Prospects = Who do you help?
(3) Prospects = who you help	(3) Problems = What issues do you solve?
(4) Problem = what issues you solve	(4) Process = How do you accomplish this?
(5) Results = what you achieve	(5) Proficiency = What skills do you bring?
	(6) Contact = How do they reach you?
	(7) Results = What value do you achieve?

Longer intro => Add marketing, sales, contact info
Present your goal (what you want) as an opportunity.
Start a conversation (don't kill it) – Distinguish yourself.

Business Introduction Basics

- Stand (it shows respect).
- Make eye contact and smile.
- Give a firm handshake.
- Acknowledge the other person.
 - How do you do?
 - It's a pleasure to meet you.
 - Welcome!
- **Go one more by establishing rapport.**

Avoid These

- Limp handshakes
- Power grabs or arm wrestling
- Lingering handshakes
- Disinterest or Distraction

Don't pocket the business card without reading it.

- Information overload (TMI)

Wait for the follow-up questions

Stand and Deliver

DELIVER your 10-second or 30-second introduction.

AUDIENCE EVALUATIONS:

- What did you like?
- What did you want to know?

Introduction Etiquette

Using Toastmaster Terminology

Stage Presence	Confident and direct
Body Language	Stand. Face the other person.
Gestures	Firm handshake
Vocal Variety	Warm friendly voice
Facial Expression	Smile and make eye contact
Listening Skills	Pay attention to the other person's body language and words



Toastmasters Protocol

Search: www.foundersdistrict.org “prolist”

<http://www.foundersdistrict.org/images/pdf/2013-2014/Contests/Spring/prolist%202013-2014%20V5A.pdf>

- Before the meeting begins:
 - Check names of those present
 - Confirm correct pronunciation
- Acknowledge their leadership, then
- Introduce each Dignitary in order listed, including the credentials (CC, CL, DTM, etc.)

Club Meeting Roles

Club Meeting Role = Opportunity

+ Personal (10-second) introduction

+ Develop speaking skills

- Scripted role introductions
- Provide personal introduction

Speech Introductions

Be brief (30-60 seconds)

TM/Evaluator (and timer) need to know:

- Speech topic and title
- Manual and project title
- Assignment objectives
- Speaker's personal objectives
- Delivery time

Speech Information Form

Please complete and give to the Toastmaster for your introduction:

- Name: _____
- Speech Title: _____
- Length (confirm with Timer): _____
- Speech Manual/Project #: _____
- Speech Objectives: _____
- Evaluator: _____

PERSONAL

- Length of time in Toastmasters: _____
- Toastmasters Designations (if any –DTM, ATM, etc.) _____
- Hobbies, interests, something special about you:

- _____
- Why you joined Toastmasters: _____
- _____

Contests (The Exceptions)

**NOTE: Founder's District Contest Training
August 30, 2014 from 8am – Noon**

Contestants In speaking order, name only, spelling names for Judges.

Speech Speaker's Name – Speech Title. Repeat Title and then Speaker's Name

- DO NOT comment on the Speaker or the Speech
- If a Contestant is in both contests, save the introduction/interview until both contests are completed.

Judges Introduce Chief Judge only
Acknowledge other Judges anonymously

TM Protocol List
Acknowledge Contestants listed only after all ballots are collected

LACE Speed Networking Challenge

In your other sessions today

(1) Introduce yourself

(2) Listen to someone else's introduction

(3) Introduce that other person to a third person.

Resources

- The Better Speaker Series, Creating an Introduction
Digital Download Item 277DCD
<http://www.toastmasters.org/277DCD>
- Introducing a Speaker
<http://www.toastmasters.org/MainMenuCategories/FreeResources/NeedHelpGivingaSpeech/BusinessPresentations/IntroducingaSpeaker.aspx>
- Meeting Roles
<http://www.toastmasters.org/meetingroles.aspx>

Resources

- The Five Best Tricks To Remember Names
- Kristie Hedges: 8/21/2013 Forbes Women
- <http://www.forbes.com/sites/work-in-progress/2013/08/21/the-best-five-tricks-to-remember-names/>
-
- 70 Percent of Your Colleagues are Looking for a New Job
- Vivian Giang: 10/10/2012
- Read more:
- <http://www.businessinsider.com/70-percent-of-your-colleagues-are-looking-for-a-new-job-2012-10#ixzz333cvzdht>
-
- Steve Jobs and Steve Wozniak
- http://en.wikipedia.org/wiki/Steve_Wozniak
-
- BBC - Name that name Game
- <http://www.bbc.co.uk/scotland/brainsmart/games/faces/>
-
- Christopher Witt – Executive coach, Speaker, Author
- www.wittcom.com