



CALBO Training Institute

Speak with Impact:
Boosting Your Public Speaking Skills and Confidence

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This course is approved by International Code Council Preferred Provider Program (ICC PPP).

- ICC PPP Course: 0.1 CEUs (Course Number - 46472)

Certificate of Attendance: A certificate of attendance is emailed within 72 hours of the webinar to each registrant who attends the entire webinar, no exceptions. Attendance is monitored at all times. If you have any questions, please contact the CALBO Office at 916-457-1103 or info@calbo.org.

Course Description:

Whether you're delivering a webinar, addressing your City Council or Board of Supervisors, or providing a departmental presentation, public speaking can feel intimidating—even nerve-wracking. But it doesn't have to be. This webinar will equip you with practical tips and proven techniques to make your presentations more effective, engaging, and enjoyable. You'll learn how to craft clear messages, design impactful slides, and present with confidence—so your audience not only hears your message but remembers it. Join us to discover best practices for both content and delivery, learn from real-world mistakes (so you don't repeat them!), and gain the tools you need to approach your next speaking opportunity with confidence and ease.

For questions about this
CALBO Training Institute course,
please contact the CALBO Office at
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Speak with Impact: Boosting Your Public Speaking Skills and Confidence

ROAD MAP

Polling questions

Guidelines for PPT slides

Delivering your message

Reducing anxiety

Common mistakes

Questions



How often do you give presentations?

- ☐ Rarely (once a year or less)
- ☐ Occasionally (a few times a year)
- ☐ Frequently (monthly or more)

What's your primary goal for this session?

- ☐ Reduce anxiety
- ☐ Improve slide design
- ☐ Learn engagement techniques
- ☐ Become more confident overall

Have you attended a Toastmasters Meeting?

☐ YES

☐ NO

PowerPoint Best Practices

6 x 6 rule

Use visuals and pointer

Provide pdf of slide deck





**WHAT ARE YOUR
POWERPOINT
PET PEEVES?**

Type your answer in
the chat box.

DELIVERING YOUR MESSAGE



Know Your Audience

What is their background?

Jargon and acronyms

Mingle with audience

Recognize attendees



STRONG START AND FINISH



If you remember
just one thing...



Humility and Humor

Share personal experiences



Erik Qualman

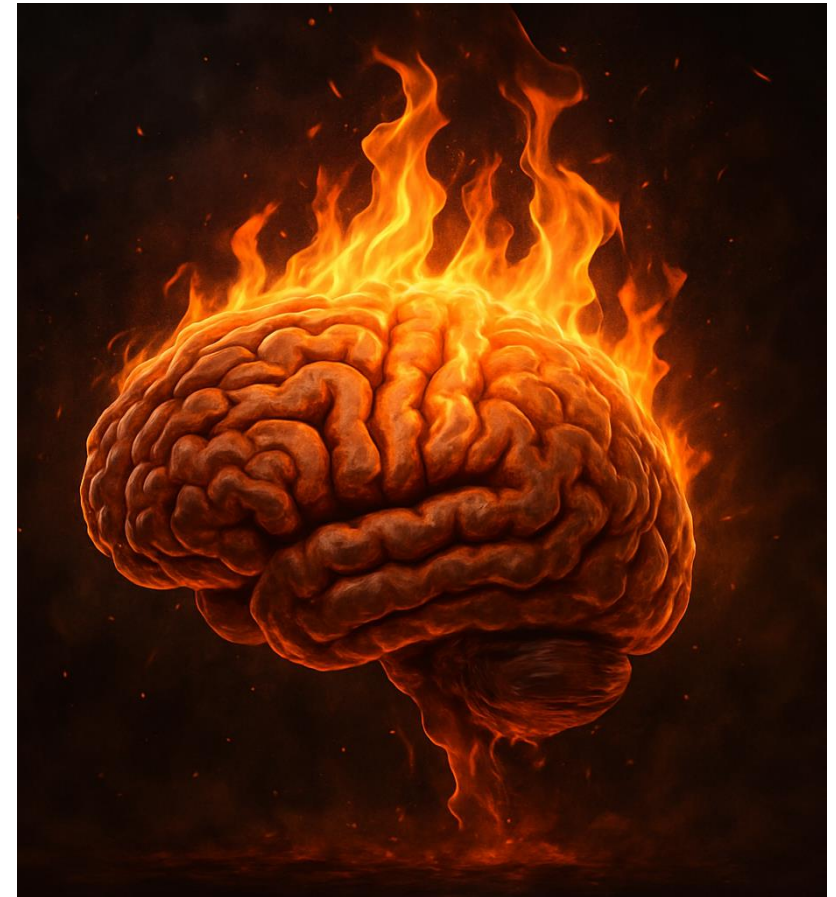
Engage Audience: Brain-Firing Tactics

Ask questions

Brains crave novelty

Call on someone

The power of the pause



Prepare and Practice

1 hr speaking ~ 6-10 hrs prep

Pace



STRATEGIES TO REDUCE ANXIETY



Previous tips

Mingle with audience

Arrive early

Practice



Speak More, Fear Less

Say yes to speaking opportunities

Give same presentation again

Toastmasters



toastmasters.org

Getting Rid of the Jitters

Breathe, move, and smile

Focus on friendly faces

A good podium with water



Dos and Don'ts

DO enjoy the experience

DO expect to make mistakes

DON'T expect to know all
answers

DON'T take it personally



COMMON MISTAKES

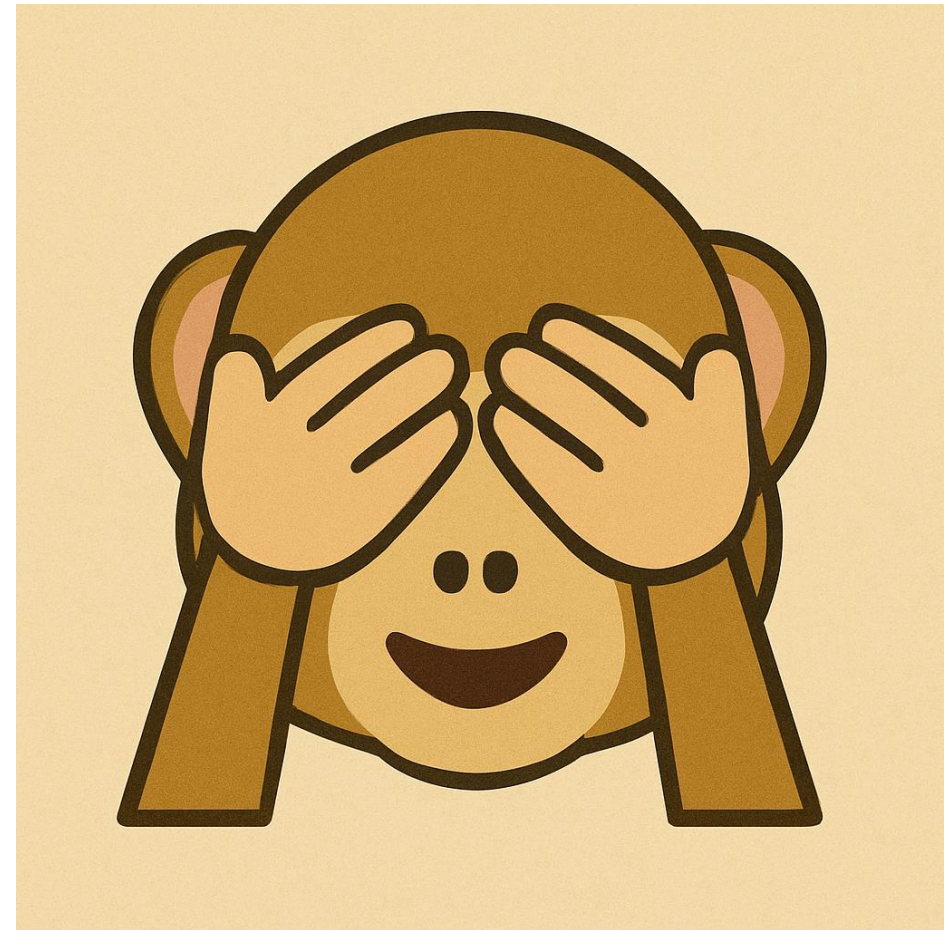
Can't hear

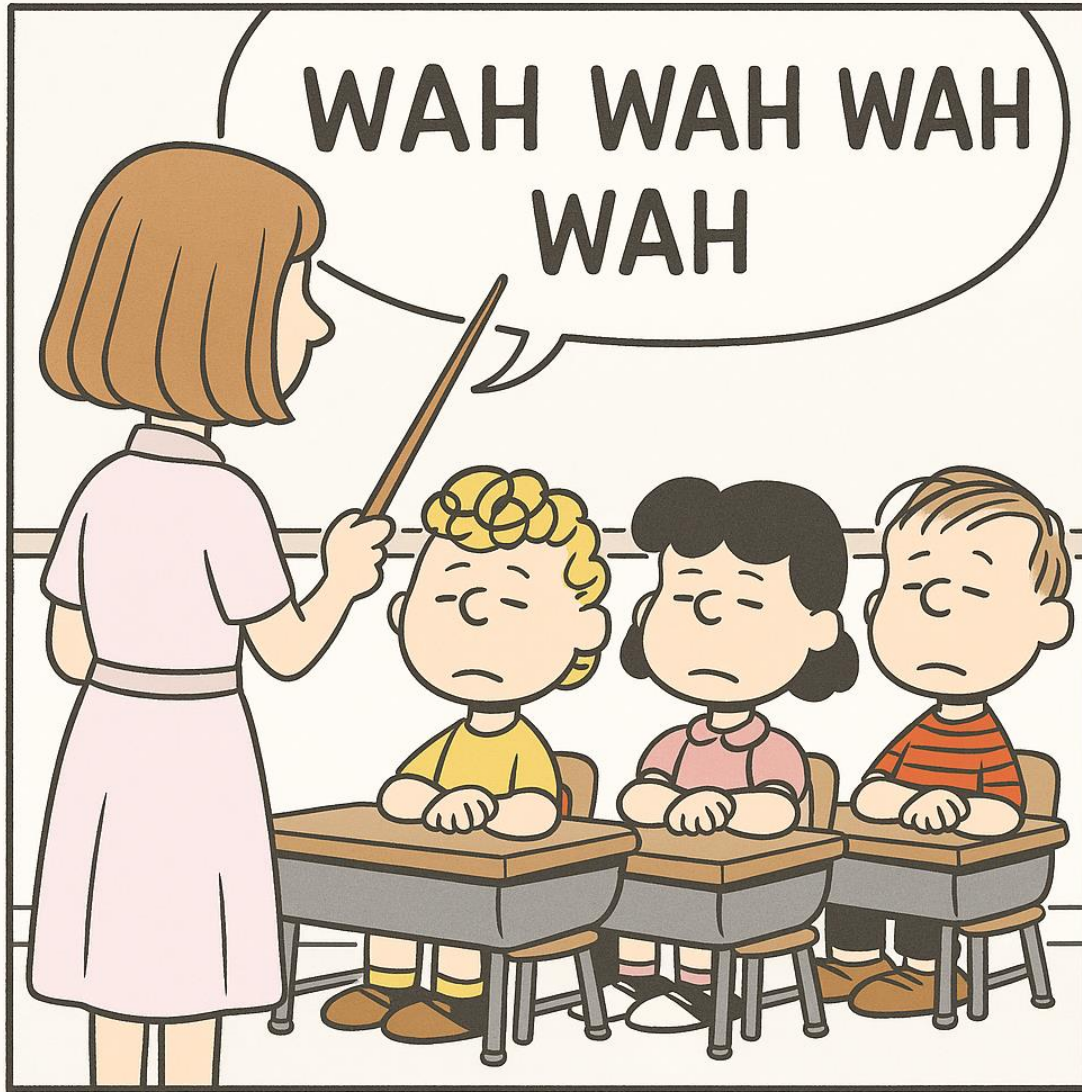
Unprepared

Rushing at end

Boring

Slides read





What are some other common mistakes?

Type your answer in the chat box.

Questions





*Thank
you!*

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