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WoDiLab

SPEAKING AT EVENTS WITH CONFIDENCE

Use this worksheet to prepare your own short talk step by step.

ACTION CHECKLIST

☐ **Step 1 - Choose Your Speaking Opportunity**
Decide where and how you could share your expertise.

☐ **Step 2 - Define Your Audience & Message**
Clarify who you are speaking to and what you want them to remember.

☐ **Step 3 - Build Your Talk**
Plan your opening, key message, support, takeaway, and closing.

☐ **Step 4 - Prepare to Deliver**
Think about how you will speak clearly and confidently.

☐ **Step 5 - Practise Your 3-Minute Mini Talk**
Bring everything together and practise it out loud.

Step 1 – Choose Your Speaking Opportunity

Where could you realistically share your expertise?

☐ Conference or seminar

☐ Webinar

☐ Podcast

☐ Workshop or guest training

☐ Business or networking event

☐ Community or local event

☐ Other: _____

One realistic speaking opportunity for me:

_____

_____

What could I offer?

I could offer a short session about...

_____

_____

Before saying yes:

☐ The audience fits my topic

☐ I can offer something useful

☐ I know the format

☐ I know how much time I have

Step 2 — Define Your Audience & Message

WHO?

Who will be listening?

_____

What would be useful for them?

_____

MESSAGE?

If people remember only ONE thing from my talk, what should it be?

_____

TIME?

☐ 3 minutes

☐ 10–15 minutes

☐ 20–30 minutes

☐ Other: _____

Keep the message. Adapt the depth.

Step 3 — Build Your Talk

Use one simple structure:

OPEN → MESSAGE → SUPPORT → TAKEAWAY → CLOSE

OPEN

How will you get their attention?

☐ Relatable question

☐ Situation

☐ Short story

☐ Curiosity

☐ Practical promise

My opening:

_____

_____

MESSAGE

What is your one key idea?

_____

_____

SUPPORT

What will help explain your message?

☐ Story

☐ Example

☐ Evidence or fact

☐ Comparison

☐ Demonstration

My support:

_____

TAKEAWAY

What useful idea or action can they take with them?

_____

CLOSE

How will you return to your main message and finish clearly?

_____

_____

Step 4 — Prepare to Deliver

While speaking, remember:

☐ Slow down

☐ Pause

☐ Speak clearly

☐ Look at people

☐ Focus on helping

If I lose my place: PAUSE → BREATHE → LOOK → CONTINUE

Is there a natural next step after my talk?

☐ No next step needed

☐ Connect with me

☐ Download a resource

☐ Visit my website

☐ Talk to me after the event

☐ Other: _____

Step 5 — Practise Your 3-Minute Mini Talk

Now use what you prepared above and **say your talk out loud.**

You don't need slides.
You don't need to memorise every sentence.

Practise:

☐ I said it out loud

☐ I timed myself

☐ My message was clear

☐ My example supported my message

☐ My takeaway was useful

☐ I stayed within three minutes

After practising
What worked well?

_____
_____

What will I improve?

_____
_____

YOUR SIMPLE TALK STRUCTURE

OPEN: Get attention
↓

MESSAGE: Share your key idea
↓

SUPPORT: Story / Example / Evidence
↓

TAKEAWAY: Give something useful
↓

CLOSE: Finish clearly
↓

One structure. Different speaking situations.

_____

_____

Your Next Action

Practise your **3-Minute Mini Talk**.

Focus on:

- one audience
- one clear message
- one useful example
- one useful takeaway
- one clear ending

Your Points

- **1 XP** – Watch the Lesson
- **2 XP** – Complete the Worksheet
- **2 XP** – Practise Your 3-Minute Mini Talk

Total: 5 XP

✨ Start with one audience, one message, and one opportunity to practise.