

The “3 P” framework: Planning, Preparation & Performance

PLANNING

OPENING

- **Pause:**
 - Take a deep breath (repeat the question in your head)
 - Re-state the question
 - Optional – can follow up with “That’s a great/interesting question”

BODY

- **Story telling:**
 - Share a (personal or non-personal) story, fact, context, your take on the topic
 - Include a memorable sentence, phrase, saying
- **Key points:**
 - Make your points in 1s, 2s or 3s
 - Keep it simple
- **Self-Awareness:**
 - Know your nervous triggers
 - Watch for your crutch words, um, aha, so, you know, etc.
- **Check your energy:**
 - Be present, engaged and lean into the conversation
 - Channel your nervous energy by breathing slowly and focusing on your delivery

CLOSING:

- Tie a Bow - Always have a conclusion
- “In conclusion I would say....”, “To summarize....”
- Or summarize with the original question

PREPARATION

- Practice, Practice, Practice

Toastmasters:

- Participate in TABLE TOPICS as often as you can
- Participate in providing speech evaluations

Other options to practice – Applies to non-toastmasters as well:

- Practice in front of a mirror
 - Time yourself for 2.5 minutes of delivery
- Recruit a friend/spouse/co-worker to practice with
- Increase your vocabulary – <https://wordsmith.org/awad/index.html>
 - It emails you “A.Word.A.Day” &
 - You can add it to your calendar & view the word of the day

Helpful resource – [365 table topic questions](#)

PERFORMANCE

- Bringing it all together
- Apply the planning format
- Think of it as a conversation with a friend
- Focus on your audience
- Be succinct – don’t ramble
- Watch your body language
- If relevant use humor
- Have a strong closing



Pallavi Ridout is a keynote speaker, executive coach and personal excellence enabler for leaders, teams and individuals.

She has worked for global organizations such as Warner Bros., and ICANN. She leveraged her successful 20 + years of corporate experience in talent management to begin a private coaching practice that enables her to “Lead a Life of no Regrets”.

A few fun facts: Pallavi enjoys public speaking and is a decorated Toastmaster’s speaking champion.

She has participated and cleared level 3 of the “world championship of public speaking”. She has also served as the President of the Warner Bros. Toastmaster club in Los Angeles. She currently resides in Dallas, Texas.

She is an avid traveler and, in the summer of 2019, along with 9-year-old son embarked on an “Around the World in 80 days” journey. With two backpacks and carry ones, they visited 3 continents, 13 countries and 27 cities!

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