**Objective**

To create a supportive, collaborative community to boost members’ confidence, practice public speaking and self-promotion skills. Based on the shared need to improve public speaking skills, it is a safe, encouraging, friendly, conflict-free community.

**Roles & Responsibilities of each team-vision meeting**

1. Chairperson / organiser
   1. Invite people into the meeting and ensure attendance.
   2. Controls the flow of the meeting. Kick-off and conclude the meeting.
   3. Elect the next chairperson.
   4. The chairperson of the next meeting should pick a topic.
   5. The chairperson of the next meeting should assign others roles.
2. Speakers (3 to 5)
   1. Stand at the front and deliver the speech within the given time. E.g. 10 mins
   2. Deliver clear and strong points for the chosen topic.
   3. Eye contact with the crowd when speaking.
   4. Speak with the structure of opening, body and conclusion.
   5. Or use S.T.A.R. structure to describe an event.
3. Reviewers (x2)
   1. Give verbal feedback in the format of:
      1. What you like about the speech.
      2. What you see she or he can improve.
      3. Be encouraging!
4. Time keepers (x2)
   1. When the speaker reaches half-time, raise hand to signal.
   2. When the speaker reaches the full-time limit, tell the speaker to conclude ASAP.
      1. This emphasizes the importance of talking within the allocated time.
5. Media person (x1)
   1. Take some photos or videos.
   2. Upload onto Slack.
   3. Use media to encourage new members to get involved.

**The flow**

The Chairperson controls the meeting from beginning to end. The Chairperson will first outline the purpose of the meeting, remind members why they are there. The next steps are mentioned below, in order:

1. Welcome all the members to the meeting.
2. Give a brief introduction and provide information about the past week challenge (if any).
3. Introduce new members to the team (if any).
4. Mention who will be the Commentators (usually 2), Timekeepers and Media person.
5. Welcome the speaker to the front.
6. When the speaker has finished the talk, summarise the topic in a very few sentences.
7. Invite the commentators (2) to review the speech.
8. Invite other members to comment on the topic, and encourage them to speak.
9. Thank the commentators and other people who had given the speaker feedback.
10. Select the presenter, commentators, reviewers, timekeeper and the media person for the next meeting.
11. Conclude the meeting. (Provide suggestion if there is any)
12. Elect the next chairperson and date of the meeting.
13. The next chairperson confirms the topic with senior staff.

**Speech topics**

Please keep the topics relevant to employer interviews and job hunting scenarios. Occasionally throw in some fun topics to create an interesting and relaxed atmosphere.

Here are some suggested topics (in no specific order):

* Tell us about yourself. 10 mins speech
* Share your techniques that make others like you.
* What are your weaknesses and strengths. 10 mins
* **Share your techniques on how to sell yourself.**
* Pick a software company you like and tell us about the company, the business model and product etc. 10 mins speech
* How do you see yourself in five years. 10 mins
* How do you prepare for interviews. 5 mins
  + Company, people, job description, hairstyle, dress and so on.
* Why you should hire me as developer or tester. 5 mins
* What is my biggest achievement so far. (it doesn’t have to relate to career) 15 mins
* Share a story where you had conflict with others, and how you resolved it. 10 mins
* What have you learnt about thinking from another's perspective. 15 mins
* What do you do outside of work. 10 mins
* Share your passion for your career e.g. developer or tester. 10 mins
* Share your interview stories. 15 mins
* Tell an interesting story from last 6 months. 15 mins
* Share your techniques to start talking and meeting new people at a meetup. 15 mins
* How to build rapport and share a story where you can do better with the techniques. 15 mins
* What is your ‘Why’? Why are you are here? (This was a topic Garry Hall did last Year. My favorite!!)