

# PUBLIC SPEAKING FOR AUDITORS

**Pacific Northwest Intergovernmental Audit Forum**

September 22, 2009

---

Presented by **Carole Buncher, President**  
Carole Buncher and Associates: The Competency Company

Phone: (202) 363-6645

E-mail: [carole@carolebuncher.com](mailto:carole@carolebuncher.com)

Website: [www.carolebuncher.com](http://www.carolebuncher.com)

# Instructor Background

Carole S. Buncher, M.S., B.A

Hello. I'm pleased to be working with you today. I own **Carole Buncher and Associates: The Competency Company** (CBA), a small, emerging, Washington, DC-based training and consulting firm. CBA specializes in delivering a wide variety of training, primarily to the audit community, including audit report writing, public speaking, supervision, leadership, conflict management, and creative problem solving.

For 23 years prior to establishing CBA, I led analyses of federal programs and policies for the U.S. Government Accountability Office (GAO).

During my GAO tenure, I was also actively involved in designing and delivering audit training, both internal and external to GAO .

Delivering training that is fun and results focused is my passion. I look forward to sharing my expertise with you and facilitating your learning and performance improvement experience.

My contact information:

carole@carolebuncher.com  
<http://www.carolebuncher.com>

# Agenda

- Planning the presentation
- Organizing the presentation
- Delivering the presentation
- Fielding questions
- Using visual aids effectively

# Planning the Presentation

As you *plan* your presentation:

- What do you want to know about your audience?
- What do you want to know about the physical space where you'll be delivering your presentation?

# Organizing the Presentation

1. Introduction (or beginning)
2. Body (or middle)
3. End (or conclusion)

# Introduction (or Beginning)

What are some critical components of effective introductions?

- Grabber
- Introduce yourself/team
- Purpose and background
- Time check
- Handling questions and answers

# Organization of the Body

What are some ways to organize the key points you will present?

# End (or Conclusion)

Key components of an effective ending (or conclusion)

1. Summary
2. Conclusions and Recommendations
3. Thank you
4. Questions?

# Delivery Skills

- Use your self as a visual aid
- Use your voice to gain and maintain attention
- Select words carefully

# Fielding Questions

What are some effective techniques for fielding questions?

# Visual Aids

What are some tips for effectively using:

- PowerPoint
- Hand-outs
- Flip charts

# Video Conferencing Tips

# MOST IMPORTANT ADVICE!!!

- **PRACTICE**
- **PREPARE**
- **PLAN**
- **REHEARSE**

# “This is the end...”

-Jim Morrison, *The Doors*

## What Questions Do You Have?

# Thank You!

For future training and consulting needs, contact:

Carole Buncher and Associates: The Competency Company

- Phone: (202) 363-6645
- E-mail: [carole@carolebuncher.com](mailto:carole@carolebuncher.com)
- Website: [www.carolebuncher.com](http://www.carolebuncher.com)