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Message from Maria ...

Hi everyone

December is here! What an eventful year it's been!

We launched our new website, began our monthly newsletters and started our blog. These have all had positive responses from our readers throughout the year. Thank you for your feedback! Articles are posted on a regular basis throughout each month. So if you've missed any, feel free to visit the [Infinite Growth blog](#).

As the working year quickly comes to a close, it's also the time to reflect on the achievements of your team during 2010. End-of-year celebrations often include an opportunity for leaders to thank their teams for their commitment and efforts throughout the year. How have you prepared for this?

This month's article - End of year celebrations - are you ready? - provides some tips on preparing and delivering your end-of-year speech.

We always welcome your [feedback](#) or feel free to hit the reply key and send an email directly to me.

As Christmas is around the corner, I'd like to wish you a safe and happy Christmas. May 2011 be a prosperous one for your business.

Until next time,
Maria



End of year celebrations – are you ready?



Will you be thanking your team for all of their hard work at your end-of-year celebrations? How does the thought of having to speak in front of your peers make you feel?

It's often a nerve-racking experience only made bearable with the consumption of alcohol. This can be entertaining for some ... and embarrassing for others ...

A speech, whether it's for a few minutes or 60 minutes, needs to have some time set aside to prepare and do the occasion justice.

Here are some points to consider for your end-of-year speech.

Preparing your speech:

- Review the highlights of the year - choose a few to mention (hopefully there are many!)
- Follow the KISS rule - keep it short and simple
- Construct an [opening](#), [body](#) and [close](#)
- Be genuine in your praise
- Include amusing anecdotes without causing any embarrassment to individuals
- Practise the speech prior to the occasion

Delivering your speech:

- Consume alcohol **after** you've given your speech, not before
 - Consider it a celebratory drink after delivering your thoughtful end-of-year comments
- Connect with your audience through eye contact
 - Give each person or group of people (depending on the size of the audience) a few seconds of eye contact and gradually move to the next person or group
- Breathe
 - Delivering a speech can be daunting for most people. When nervous, we tend to shallow breathe. Breathing deeply from the diaphragm will help to relax the body.
 - For further breathing tips, visit my blog post on [Breathing and Using your Voice Effectively](#).
- Let your pride in your team shine through in your facial expressions, body language and upbeat voice
- Enjoy the experience - after all, you're praising your team and celebrating your team's achievements!

Do you have any tips that you'd like to share? Feel free to [share your tips here](#).

Office Hours over Christmas



The Infinite Growth office will remain open until **21 December 2010**. We will reopen on **12 January 2011**.

Our monthly newsletters will resume in February.

About Infinite Growth



Infinite Growth offers a range of professional development services in the areas of communication skills, leadership development, customer service, business writing and presentation skills to assist individuals and businesses to achieve their goals.

We empower individuals and teams to transform their communication skills so that the business can deliver more efficient and effective service to clients.

Contact us to find out how we can assist you.

If you know someone who could benefit from this newsletter feel free to forward it to them!

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