

# HOW TO USE A MICROPHONE

Amy Bason and Kevin Leonard



And five other tips for being an effective leader

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## Setting Expectations

**Goals and Disclaimers**

- Goal - Next time you use a microphone we hope you will remember this conversation
- Goal - We hope you smile and have fun
- Goal - We hope you enjoy the take home prizes (and use them)
- Goal - We hope after today you think about leading your board in new ways
- Disclaimer - We're not experts
- Disclaimer - Most likely, nothing we tell you today will be new information
  - We might just say it in a new way
  - Maybe it is affirmation
- Disclaimer - Much of this presentation is about the soft skills / not the procedural skills

**Things we will talk about...**

1. Microphones - Kevin
2. Listen first, speak last - Amy
3. Dwight - Kevin
4. Coffee is a great VBR - Amy
5. You Set the Tone - Amy
6. Use all your Legos - Kevin

**Questions / Discussion / Reflections on the Day**

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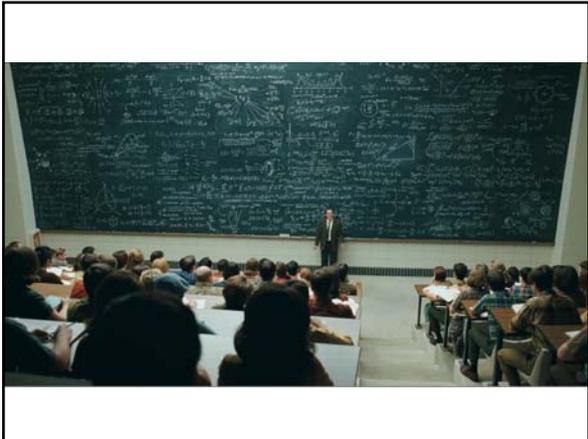
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HOW TO USE A MICROPHONE 101

There are 4 main types of microphones: cardioid, super cardioid, omni and figure 8. These names describe where and how much the mic will pick up.

**Cardioid:** Imagine a Japanese fan coming from the tip of the mic. That's the pattern it will hear sound from.

**Super Cardioid** means the fan is not fully unfurled – a tighter pickup area.

**Omni** means all around, from everywhere – think a globe around the mic as it's pick up range.

**Figure 8.** Put the mic in the center of the 8 and it's a visual to the pattern it will pick up – not much if anything from the side and everything in front and in back. Very useful in rejecting sound you don't want coming in from the side.

There are three different categories for mics: **Dynamic, Condenser and Ribbon.**

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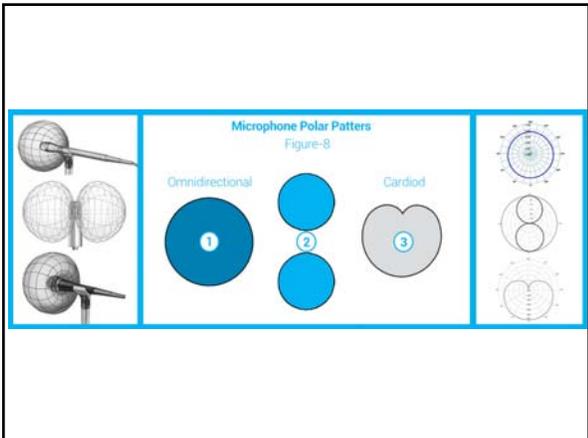
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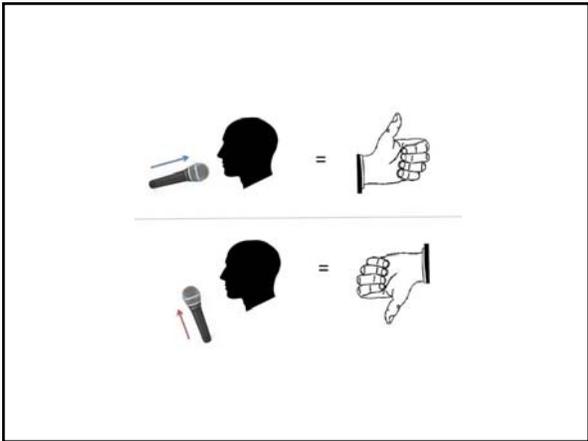
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WHY ARE TALKING ABOUT THIS?

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It is important to be heard.  
Literally and Figuratively

- Take time to think about what you want to say
- Less words are better
- Know when to stop talking
- Silence can be your friend
- Recess is always an option

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Being heard is important...

Listening, however, is probably even more important.

*Listening is the ability to accurately receive and interpret messages in the communication process. Listening is key to all effective communication. Without the ability to listen effectively, messages are easily misunderstood.*



*"We'd now like to open the floor to shorter speeches disguised as questions."*

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Dwighting = Try to see other perspectives

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= VBR

(Valid Business Reason)

Take the time to build a relationship  
Do this in advance  
Before the relationship is tested  
Be proactive – take the first step

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Spinal Tap Video

<https://youtu.be/KOO5S4vxi0o>

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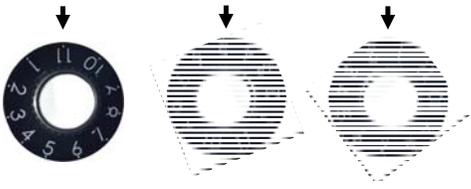
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Setting the tone...



You set the tone. / Smile. / Start with a thank you or tell a story about something good that happened in the county

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LEGO VIDEO

<https://youtu.be/3ItV57Mnnh8>

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6 Bricks =  
**915,103,765**  
combinations

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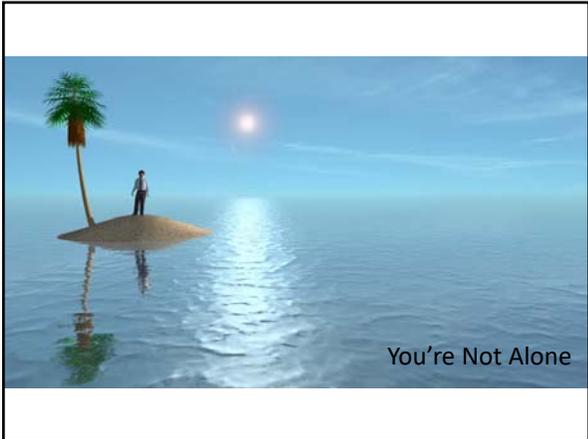
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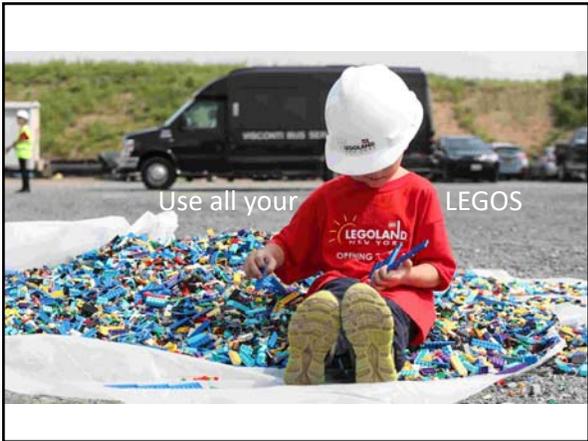
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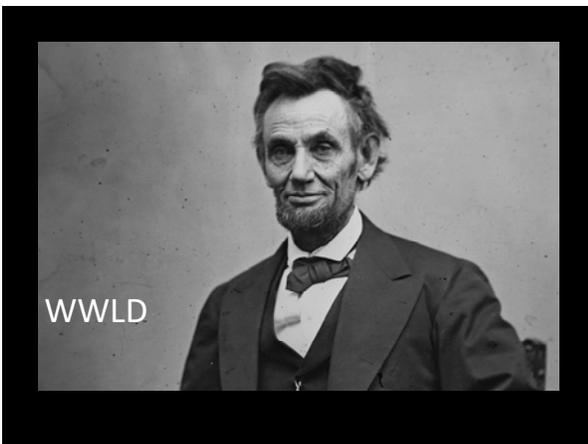
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## Summary

1. Be Heard – Use your Microphone Correctly
2. Don't Forget to Listen – A lot
3. Remember, You get to set the tone – Will it go to 11?
4. Some times you have to force yourself to DWIGHT
5. Have coffee or find your own VBR – Build Relationships
6. Build like a LEGO Master – Understand and utilize the skills of others

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## Thank you!



Questions / Discussion / Reflections on the Day



How can we be better?

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