



PASS THE MIC

A Micro-Speaking Mastery Guide for Leaders

When the mic is passed, leadership is revealed.



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For education and nonprofit leaders who are ready to speak with clarity, confidence, and purpose, even with little notice..

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LET'S BEGIN

If you downloaded this, you're likely a leader who's often asked to speak, sometimes with little notice. Whether it's back-to-school night, a community meeting, or a recognition ceremony, those brief remarks matter.

I've been there, stepping into leadership roles and being called to speak without warning, wondering if my words would truly land.

This guide gives you a simple, repeatable framework so the next time you're invited to speak, you do so with clarity and confidence, not improvisation.



THE 3C LEADERSHIP REMARK FORMULA

When you are handed the mic, remember three words:

**CONTEXT. CONNECTION.
CALL FORWARD.**

CONTEXT

Begin by anchoring the moment. What is happening right now? Why does this gathering matter? Naming the moment helps the audience settle and understand the purpose of your remarks.

CONNECTION

Acknowledge the people in the room. Consider what they need to feel, know, or be reminded of. This is where trust is strengthened and shared effort is recognized.

CALL FORWARD

End with direction. Reinforce a mindset, a commitment, or a next step. Strong remarks close with clarity rather than repetition.

When you follow this structure, you reduce mental overload. Reduced overload creates clarity, and clarity is often what people interpret as confidence.

Let's look at how this works in real scenarios.

SCENARIO 1: PARENT MEETING WELCOME

(Beginning of the School Year)

At the start of the school year, families are listening carefully. They are assessing tone, trust, and direction.

EXAMPLE USING 3C: CONTEXT

“Welcome to a new school year here at _____. Whether you are returning to our community or joining us for the first time, today marks the beginning of an important new chapter for our students.”



CONNECTION

“We recognize the trust families place in us each day. That trust is something we value deeply, and we are committed to honoring it through clear communication and strong partnership.”

CALL FORWARD

“As we move into this year together, our focus is on collaboration and growth. When schools and families work in alignment, our students benefit the most. Thank you for being part of this journey.”

The message feels complete without being long. It establishes tone, affirms partnership, and provides direction.



SCENARIO 2: EVENT CLOSING

(CHOIR CONCERT – CELEBRATORY AND BRIEF)

Closing remarks should feel uplifting and concise. The goal is to honor the moment without extending it unnecessarily.

EXAMPLE USING 3C: CONTEXT

“Tonight we witnessed more than a performance; we witnessed dedication, discipline, and growth.”





CONNECTION

“To our students, your courage and preparation were evident on this stage. To our families and staff, your consistent support makes evenings like this possible.”

CALL FORWARD

“Let us continue encouraging our students to use their voices confidently, not only in music, but in every area of their lives. Thank you for joining us, and have a wonderful evening.”

This approach affirms effort, reinforces values, and ends with intention.

SCENARIO 3:

RECOGNITION MOMENT

(YOU ARE BEING HONORED ON BEHALF OF YOUR ORGANIZATION)



Being recognized can feel uncomfortable, and many leaders overcompensate by speaking too long. Structure keeps the moment focused and dignified.

EXAMPLE USING 3C:

CONTEXT

“I am honored to accept this recognition on behalf of our entire school community.”



CONNECTION

“This recognition reflects the dedication of our staff, the perseverance of our students, and the unwavering support of our families and partners.”

CALL FORWARD

“We remain committed to creating environments where students can grow, achieve, and believe in what is possible for their future.”

You accept the honor graciously, elevate the team, reinforce mission, and conclude with strength.

READY TO COMMAND ANY STAGE?

You've mastered the 3-minute remark.

Now imagine feeling just as confident with a
30-minute presentation or keynote.



*Many leaders tell me,
“I see you on stage and
I wish I could speak
that comfortably.”*

The truth is, you can.

Start Your Journey

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