

Essential Presentation Skills

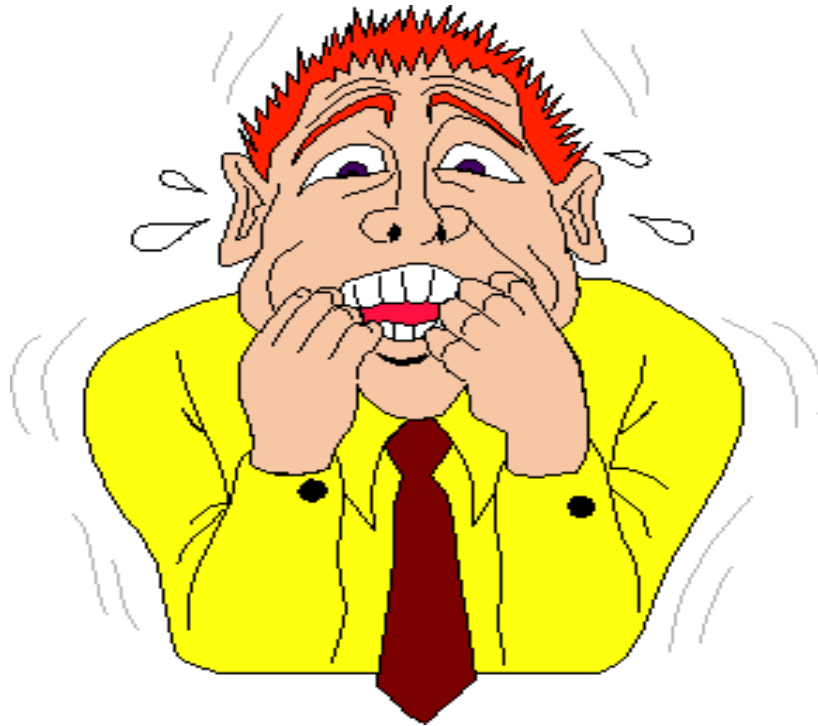
Improve
Your
Presentation
Skills!



"Inspiring Dreams, Realizing Potential"



**If this is how you feel when you
have to give a Speech or Make a
Presentation, Stick around!**



Caution!

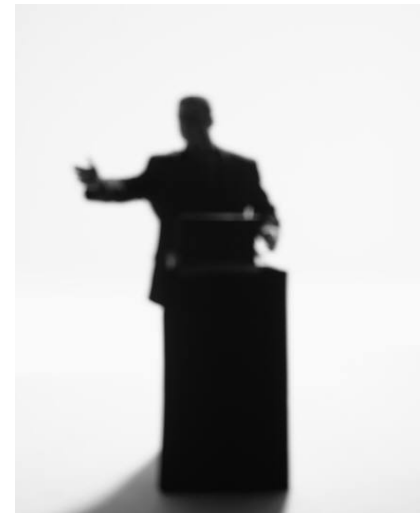
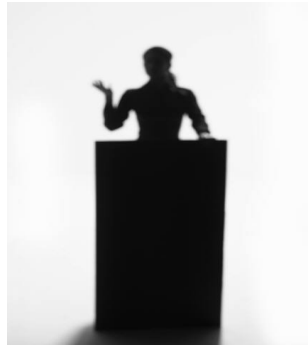
By completing this Public Speaking Anxiety Workshop, you will learn ways to overcome your fears of speaking in public. You will then be delivering confident speeches in front of an audience, which may lead to career opportunities, promotions, and being selected to speak at every wedding you attend.

Presentations and Platform Skills

Platform
Skills



**Time to improve your
platform skills with
these tips!**



Public Speaking Fearful or Confident?

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Which one do you want to be?

Fearful
Or
Confident



Fearful?



Confident!

Discussion Items

Today's Agenda

- ✓ Pre-Presentation/Speech Checklist
- ✓ Specific Speaking/Presenting Approaches
- ✓ Beyond PowerPoint Presentations
- ✓ Keys to using Flip Charts & Visuals
- ✓ Ten Tips for Successful Public Speaking
- ✓ Improving Speakers/Audiences Retention
- ✓ General do's and don'ts of Speakers
- ✓ Using Verbal and non Verbal Skills



Pre-Presentation Checklist

Setting the Stage

- Microphones are on
- Computers are plugged in
- Slides are easy to understand
- Projectors work
- Speakers are on

Composure/Posture/Delivery and Tone

- Use Visualization Exercises
- Breathe from the diaphragm, not the chest, nose or throat
- Avoid 'ums and ah's" They indicate nervousness
- Keep palms open to welcome listeners
- Move hands and elbows away from your body to show confidence.
- Use silence in your speech for emphasis



General Do's & Don'ts

General Speakers "Do's"

- Speak loud and clear
- Listen to audience's responses
- Start on time and end on time
- Avoid too much lecture and not enough group participation (if class size permits)
- Dress to maximize yourself as a role model

General Speakers "Don'ts"

- Sit or lean on tables or chairs
- Editorialize too much
- Use any sexual innuendos or jokes that are questionable! (when in doubt, leave it out)
- Take unscheduled breaks
- If more than one speaker step on their material or topic
- **Embarrass anyone by calling on them to answer what you know they may not know!**

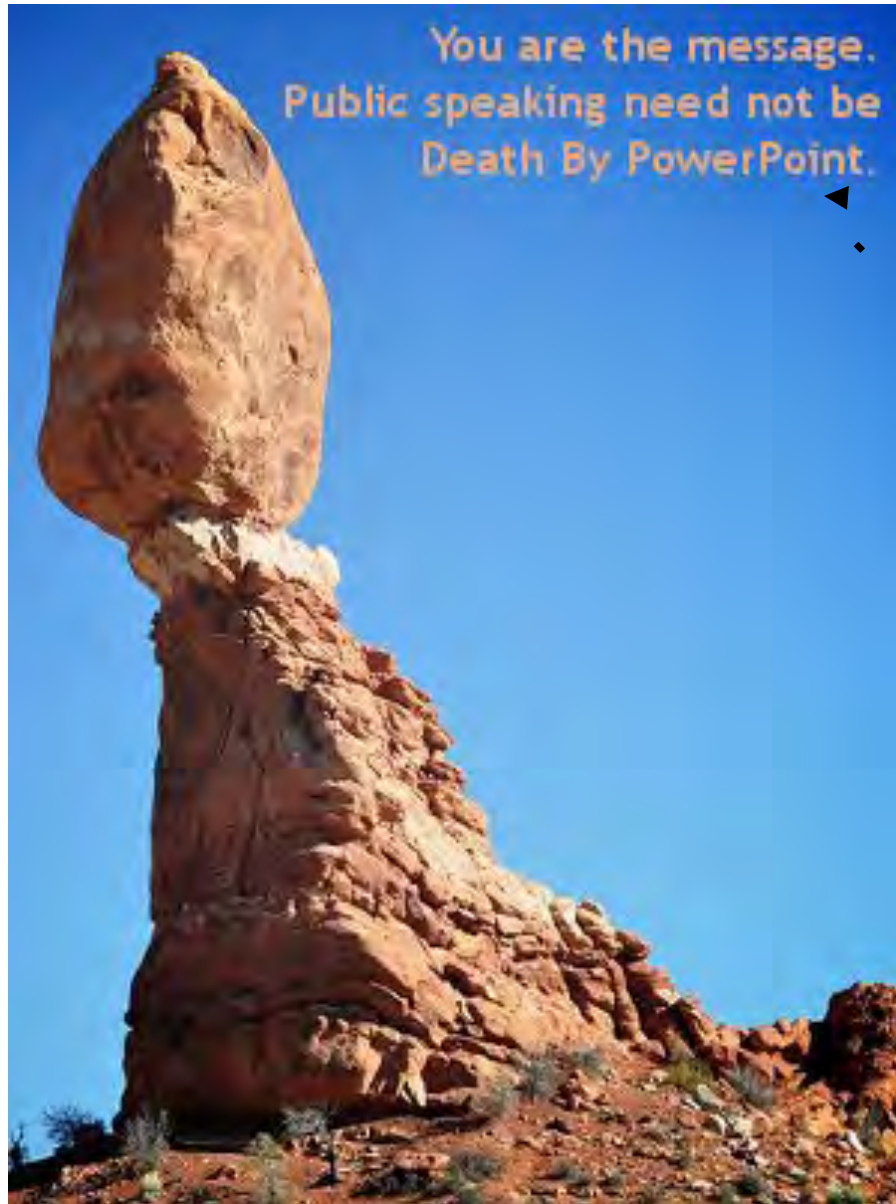
General
Do's and
Don'ts



Specific Speaking & Presentation Approaches

- Use memorable words, experiences, and concepts
- Use content with near-term usefulness, & practical application
- Stress participatory techniques which tap experiences.
- Proceed gradually from simple concepts and procedures to more difficult ones
- Organize verbal instructions into clear steps
- Provide frequent opportunities for practice or solicit answers from the audience
- Provide strong sensory signals, i.e., volume and lighting
- Minimize distractions
- Use advanced organizers, i.e., reading assignments.
- Provide Handouts rather reading everything (promotes listening)
- Arrange for frequent breaks





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• Let's talk about PowerPoint!



PowerPoint Presentations

PowerPoint

When using Power Point Presentations:

- Make it easy to read and understand
- Keep in mind if the lights are dimmed it could cause low energy and participation from the class
- Have hand-outs on the areas of importance that you are discussing
- Use the “animation feature” on your PP Presentation



Beyond PowerPoint

Public Speaking
...for Professionals



Flip Charts or other Visuals

Flip Charts
or
other
Visuals

When using Flip Charts:

- Creatively emphasize with color, lightly pencil in reminders, notes, or pre-drawn images.
- Use masking tape tabs. Letters should be one inch tall for every 15 feet from the back row.
- Make it easy to read and understand

When using other Visuals:

- Be careful they are relevant
- Keep it simple!



Special note on Speaking/Presentation

Graphs
and
Charts

**Be Careful
using
%’s and #’s
on
Graphs/Charts
unless
prepared to
back them up!**



10 Tips for Successful Presentations to make them effective, memorable

10 Tips for successful Presentations

1. Know your Room or Speaking Place

Be familiar with where you are speaking. Arrive early, walk around the area, practice using the microphone/visual aides

2. Know your Audience

Greet some of the audience as they arrive or while they are waiting. Engage with these people, because it is easier to speak to a group of friends then strangers.

3. Know your material and your topic

If you're not familiar with your material and are uncomfortable with it, it will show! Practice your speech or presentation, and revise it if necessary! Know it and own it. You be the expert!

4. Relax

Ease tension by doing some mental and physical exercises'. Think of something peaceful and make affirmations.

5. Visualize yourself giving your speech

Imagine yourself speaking, voice clear, loud and assured.





10 Tips for Successful Public Speaking to make effective, memorable!

6. Realize people want you to succeed

Audiences want you to be interesting, stimulating, informative and entertaining. They don't want you to fail.

7. Don't apologize

If you mention your nervous or when you make an error, you may be calling attention to something they haven't noticed or don't know the difference. Remember you are the only one that knows your material. (or should be) so keep silent.

8. Concentrate on the message, not the medium.

Focus your attention away from your own anxieties and outwardly toward your message and your audience. Your nervousness will dissipate.

9. Turn nervousness into positive energy!

Harness this nervous energy and transform it into vitality and enthusiasm!

10. Gain experience by doing!

Experience builds confidence, which is the key to effective speaking. A Toastmasters Club or other organization (TLI) hint hint can provide this experience!

Important point to remember!

A sure fire way
to forget your
lines on stage is
to concentrate
too hard on what
you are saying.



Improve Speaker Retention

Improve
Speaker
Retention

Improve your material retention by using these strategies:

1. Acronyms

When the first letters of a list of concepts are arranged to form a meaningful word, the ideas can be easier to remember. The easiest way to develop your own acronym is to write general titles of your concepts on a piece of paper. Remember that you can place the concepts in a wide variety of arrangements to match letter combinations, i.e., P.O.E.T. or C.R.A.P.

2. Relate your material to personal experiences

Most trainers realize the importance of using examples from their own experiences or the experiences of others to help trainees remember material. They are easier to remember if you reflect back on real events.



Improve Audience Retention

Improve Audience retention by using these strategies:

1. Two of the seven _____ that stand out most in your mind”
The three step process for _____.
The most important rule of _____
2. Give small Pop Quizzes that are non threatening or just ask questions on the topic you are presenting
3. Be sure you have your audiences full attention prior and look directly at them
4. Adjust volume of your voice to the size of your audience to be sure you can be heard
5. Speak clearly and distinctly with the proper enunciation and pronunciation.
6. Get the “dictionary habit” to avoid use of localisms, slang, and profanity at all times.
7. Gain emphasis by forceful presentation, repetition, gestures, pauses, and variation in rate, pitch and intensity.



Non Verbal and Verbal Skills!

Non Verbal
and Verbal
Skills

- Use Body language
- Voice in fluctuations
- Portray lots of Confidence!
- Use Words that are exciting AND that promote enthusiasm!
“Amazing & Startling”
- Smile a whole lot and then smile some more!



Do be likeable, not phony, predictable, or insincere!

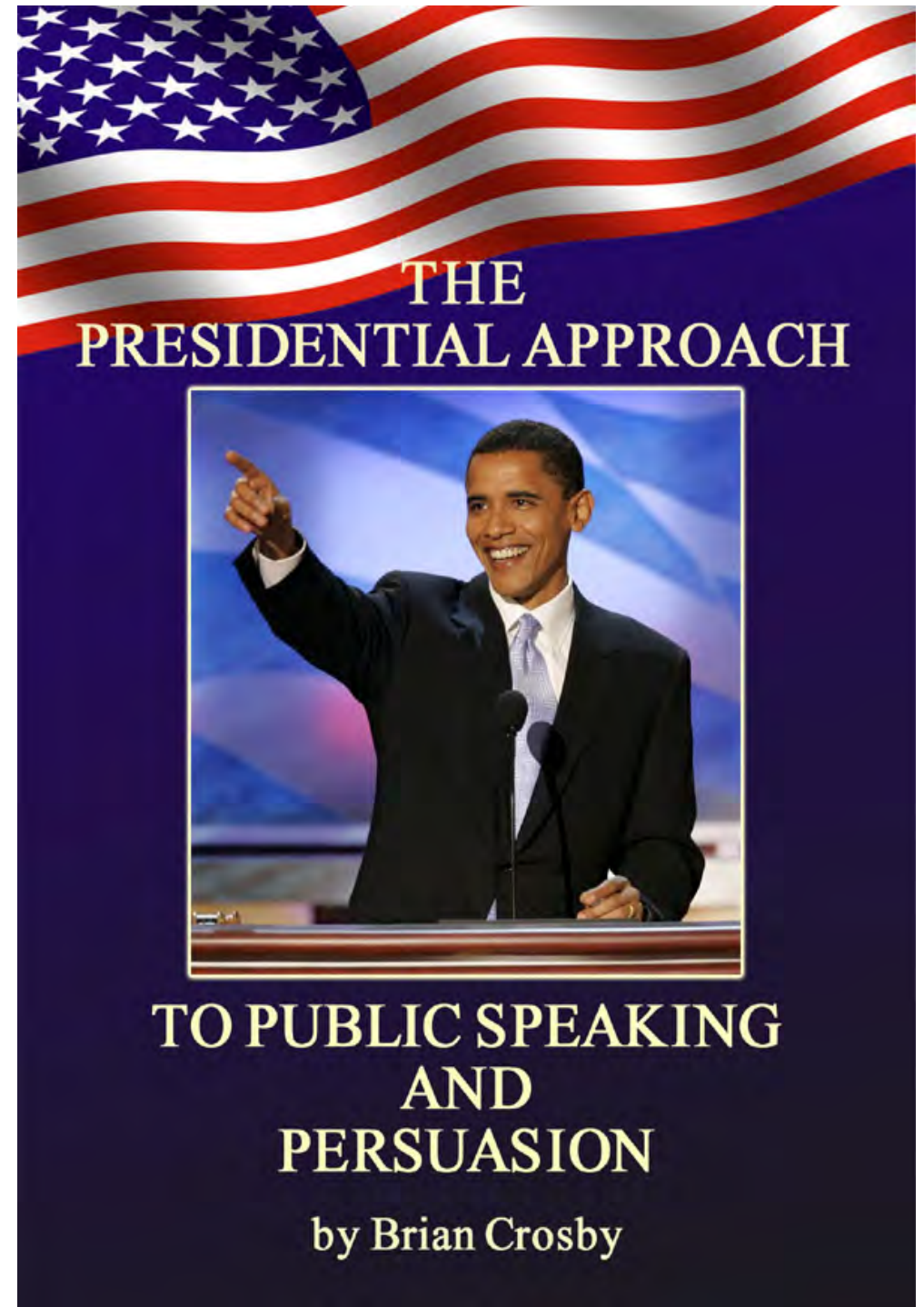
Be likeable

Talk to me, walk
with me, listen to
me!

NOT
Like this guy,
I am Johnny Cool
Speaker!



Effective
Speeches
&
Presentations
Influence People
&
Win Elections!



4

**“Effective”
Presenters can
beat
the best
“Effective”
Presentations in
Elections!**



Yes! You're now better Presenters/ Communicators

Closing
Thoughts

There is no better feeling then when it is over and you know you did a great job! And since you all did so great in the class today you know what you get?



You all receive Gold Stars!



Thank you
and
Good Speaking
Everyone!



Atlanta 2012

