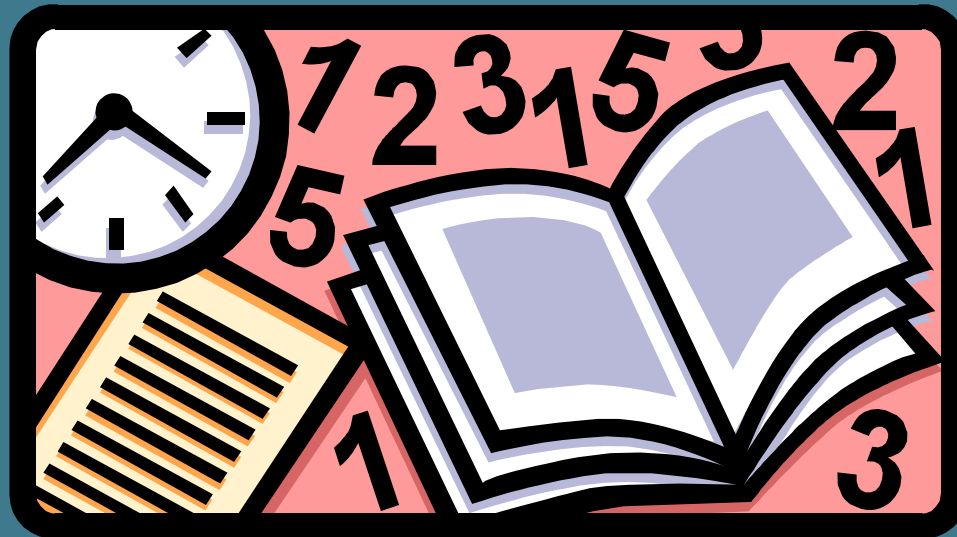


# Presentation Skills

# PREPARATIONS



# Preparations

- Start preparing far in advance by thinking through what needs to be said.
- Using big letters, write a clear statement of the problem and its importance.
- Develop this theme into one sentence that will catch the attention of the audience.
- Identify the issue you plan to address.

# Preparations

- Arrange the issue into logical sequence (which may change as you develop your talk).
- Use computer-based presentations like PowerPoint.

# Preparations

- If you must use listings: First, Second..., organize your list from the most to the least important. That way audience is more likely to remember important points.
- Determine transition elements which help your audience to follow the link from one issue to the next. These should be logical and may be presented by posing a question.

# Preparations

- Use short sentences with simple construction. The concept will be made more clear.
- Run through the talk once, early. Go back and rethink the sequencing. Discard all non-essential elements.
- Do not assume the audience will be familiar with basic concepts that form the foundation of your talk.
- Outline these concepts briefly but clearly in the talk to avoid confusion.

# Preparations

- Attempt to identify problems or questions the audience may have and address them in the talk, before the audience have a chance to think of these themselves.
- Determine which elements would benefit by being presented with visual aid.

# Preparations

- If you need to use multimedia technology in your presentation, call ahead to make sure technology is supported in the room.
- Do rehearsals in front of colleagues, ask for feedback.
- If you start preparing early, you will have plenty of time to refine the presentation based on your colleagues' feedback.



# Preparations

- Remember, the shorter the talk, the more difficult it will be to cover the material clearly and completely.
- Be strict about including only what is essential information for presentation, and removing all non-essential bits and pieces.

# PREPARATIONS

# Preparations

- Never make a speech or presentation without notes.
- It does not matter how familiar you are with the topic, prepare, have notes, rehearse if time permits, do not speak “off the cuff”.
- Rehearse your presentation loud, to register chosen words to your audio memory.

# Preparations

- Prepare bullet points from text.
- Write bullet points on cards.
- Rehearse from cards.

ON STAGE

One Man Show



# On Stage

- Beside the fact that you are selling your ideas, you are basically selling yourself.
- You have to look neat and presentable.

# 4X20 Sales Rule

- First 20 steps. (How you walk)
- First 20 inches of your face. (Your smile)
- First 20 inches of the body. (Appearance)
- First 20 words (The way you present yourself)

# On Stage

- **Authority:** You know what you are talking about, you must look knowledgeable.
- **Energy:** Give as much energy to speaking as you want audience to give to listening.
- **Eye Contact:** See and respond to audience. Look into peoples' eyes, do not look above them. Do not look at one person too long.



# On Stage

- Do not apologize for being nervous.
- Nobody will notice unless you call attention to that.
- Concentrate on your messages not the audience.

# On Stage

- Use Introduction.
- Why introduction?
  - Get the audience attention.
  - Introduces the topic.
  - Shows topic importance.
  - Forecasts the major ideas.

ON STAGE

Handling Questions

# Handling Questions

- Always repeat each question so that the entire audience knows what you were asked.
- Before you answer, take a moment to reflect on the question. By not rushing to give an answer, you show degree of respect to questioner.

# Handling Questions

- Above all wait for questioner to finish asking the question before you begin your answer.
- The only exception is when you have to break a vague question.
- If a question is asked during the talk and it will clarify an ambiguity, answer it immediately.

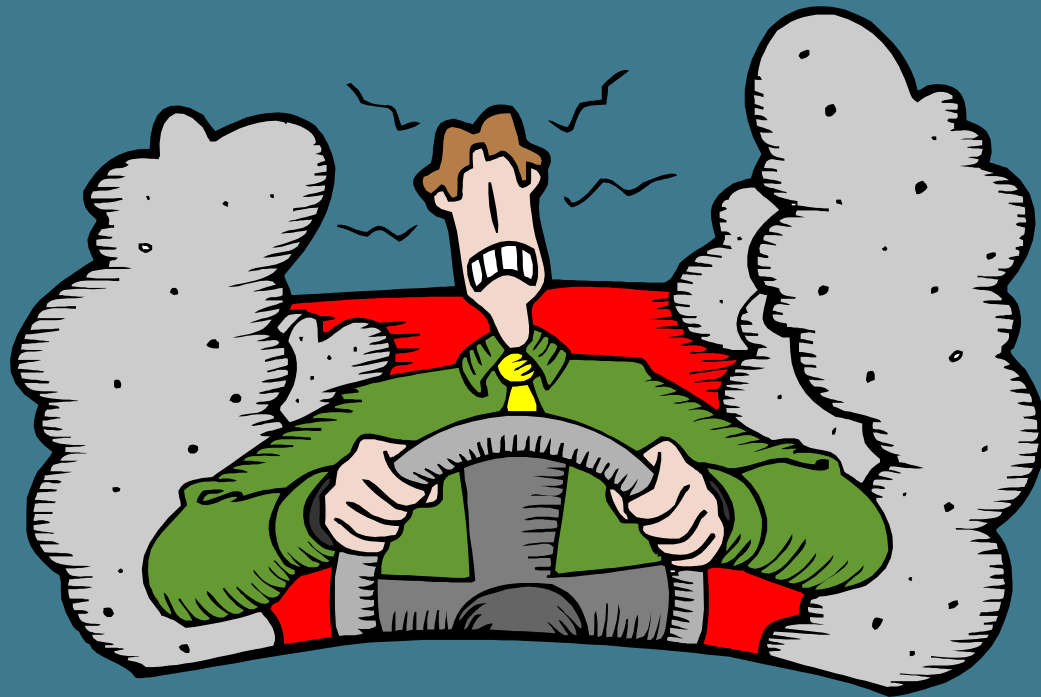
# Handling Questions

- Postpone questions aimed at resolving specific problems until the end of talk.
- Avoid prolonged discussions with one person, extended answers, and especially arguments.

# Handling Questions

- If you cannot answer a question, just say so. Do not apologize.
- You then may:
  - Offer to research an answer, then get back to the questioner later.
  - Suggest resources which would help the questioner to address the question himself.
  - Ask for suggestions from the audience.

# Overcoming Speaking Anxiety in Meetings and Presentations





# Anxiety

- Do you proper shape when you have to speak in front of a group?
- Do you feel like the next words out of your mouth are going to be the dumbest words ever uttered by human?
- **Then, you have a full fledge case of stage fright.**

# Anxiety

- To reduce your fear, you need to make sure you properly and thoroughly prepare yourself before you speak.
- Know the room and become familiar with the place in which you will speak.

# Anxiety

- Arrive early and walk around the room including speaking area.
- Walk around where the audience will be seated.
- Know the audience, if possible, greet them.
- Know your material. If you are not familiar with your material or are uncomfortable with it, your nervousness will increase.

# Anxiety

- Learn how to relax – you can ease tension by doing exercises. Breathe in slowly.
- Visualize yourself speaking – imagine yourself walking confidently as the audience applauds. Imagine your voice loud and clear.
- Your nervous feelings will dissipate if you focus your attention away from anxiety and focus on your messages.

# Anxiety

- Gain experience. Experience builds confidence.
- Confidence is key to effective speaking.
- Remember: “He who fails to prepare is preparing for failure.”

# CLOSING



# Closing

- Use Conclusion.
- What a conclusion should do?
  - Inform the audience that you are about to close.
  - Summarize the major ideas.
  - Leave the audience with an idea to remember.
- Leave your audience with a clear picture of your contribution.
- Make them want to read your report.

# Closing

- At the end acknowledge people who helped you.
- Thank your audience.
- Provide your contact address.