

PRESENTATION SKILLS

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CONTENTS

- Planning - “the secret of success”
- Presentation Style
- Visual Aids
- Questions

PLANNING - Overview

- **Why am I giving this talk?**
 - State Specific Objective
 - What is message/what are results ?
- **Who is in Audience?**
 - Most Important element (You/the talk/the audience)
 - Anticipate concerns/interests
 - What are they there for?

PLANNING - Overview

- Where is the meeting ?
- When will the Meeting Be ?
 - Morning/After lunch
- How To Present it ?

PLANNING - Outlines

- Solid Framework
- Ensure Direction
- Provide Checklist
- Maintain Emphasis

PLANNING - Review

- Organisation and Strategy
- Clear Objectives
- Sequence of Main Points
- Main Points vs. Time
- Duplication/Repetition
- Enough Evidence for Conclusions

PRESENTATION STYLE - Start and Finish

- Good Mornig, Im..... and I will.....
- Thankyou for your attention,...happy to answer any quetions

PRESENTATION STYLE - Physical

- Gestures
- Eye Contact
- Body Language
- Voice
- Mannerisms

PRESENTATION STYLE - Delivery

- Reading
- Memorising
- Impromptu
- Extemporaneous

PRESENTATION STYLE - Crib Sheets

- Large Typeface
- Double Spaced
- Bullet Points or Phrases
- Highlight/Circle Main Points
- Numbers Pages

PRESENTATION STYLE - Maintaining Interest

- Good Opening/Closing
- Good Structure
- Be Specific/Avoid generalisation
- Speak with Facts
- Demonstrate Enthusiasm
- Dont tell jokes

PRESENTATION STYLE - Review Narration

- Length of Sentences
- Continuity
- The “I” Complex
- Unpleasant Jolts

PRESENTATION STYLE - The 4-S's

- Shortness
- Simplicity
- Strength
- Sincerity

PRESENTATION STYLE - Practise

- Write a Script
- Practise in front of Mirror
- Practise in front of Friends
- Memorise Structure

VISUALS - General

- Arouse Interest
- Explain
- Prevent Misunderstandings
- Persuade

VISUALS - General

- Focus Attention
- Save Time
- Reinforce Ideas
- Add Humour
- NOT CRUTCHES

VISUALS - Visual Aids

- Lists and Tables
- Pie Charts and Maps
- Block Diagrams, Schematics
- Bar Charts and Alpine Charts
- Color vs. Black and White
- Cartoons

VISUALS - Projection

- Chalk Boards
- Flip Charts
- Overheads
- 35 mm Slides
- Overhead Panel
- Video Tapes
- Models

VISUALS - Advanced Techniques

- Dynamic Visuals
- Progressive Disclosure
- Multi- image

QUESTIONS - General

- Receive Cordially
- Listen Carefully
- Confirm Question
- Dont Shoot from the Lip
- Answer with a KISS
- Rehearse
- Body Language

QUESTIONS - Type of Question

- A or B Dilemma
- Irrelevant Question
- Hypothetical Question