Presentation Skills
WORSE CASE OF STAGE FRIGHT
I'VE EVER SEEN
Goal

To:

learn and practice principles and techniques that you can take home and use in preparing and delivering your next presentation.
My Viewpoint...

I believe...

that by applying the principles and techniques we will learn...anyone can become a very effective and talented presenter, and actually have fun in the process.
3 Key Parts to the Process

- Writing
- Presentation
- Overcoming Stage Fright
Speech Writing

- Learn about...the audience
- Learn about...the program managers expectations
- Learn about...the speaking environment
Target the...

- Audience
- Program
- Environment
Speech Writing

- Brain storm
- Focus on the GOAL
- Reduce ideas to key words or phrases
Three Part Structure

- Introduction
- Discussion
- Conclusion
Introduction

- Get their attention
- Identify your topic and goal
- State your viewpoint
Attention Getters

- Provocative statement
- Related humor
- Arresting facts or statistics
- Rhetorical statement
Introduction

- Topic sentence
  - Specific & clear
  - States the goal

- Final sentence
  - States your viewpoint
  - I believe that...
Discussion or Body

- Present Facts...Proof...Reasons to Agree
  - Start early
  - Idea folder
  - Make notes as thought occur
  - Organize main points
  - Limit points to a manageable number
Discussion or Body

- Personalize
  - Stories / Anecdotes / Quotes / Illustrations
  - Use vivid language
- Visuals
  - Slides / overheads / PowerPoint
  - video / flip charts / props
  - articles / books / testimonials / people
Conclusion

- Cue the ending
- Summarize
- Leave a lasting impression
Presentation
Practice Areas

- Eye contact
- Pauses
- Body movement
- Voice pitch / rate / volume
Presentation Practice Areas

- Thinking in Ideas, not words
- Use of notes
- Enthusiasm
- Timing
How to Practice

- Reduce material to key words
- Simulate the speaking environment
- Picture...Visualize...your audience
- Audio tape / video tape / mirror
Managed Stage Fright

- Prepared well
  - Researched the audience
  - Know what’s expected
  - Researched the environment

- Organized well
  - Introduction
  - Discussion
  - Conclusion
Managed Stage Fright

- Visualized audience, self, and environment
- Have a comfortable beginning
Practiced...

- Eye contact
- Pauses
- Body movement
- Voice
- Thinking in ideas
- Using notes
- Timing
Presentation Day

- Arrive early
- Make the room yours
- Check A/V equipment
- Set out your materials
- Mentally rehearse opening
Presentation Day

- Breathe and move
- Visualize success
- Be flexible
- Smile and *take your time*
Extra Credit

- Don’t hide behind technology
- Interact with the audience
- Be prepared for problems
- Limit the subject matter
- Don’t be a self-important know-it-all
To conclude...

- Public speaking skills are important
- Prepare well and practice
- Visualize success
- Get experience...and have fun!