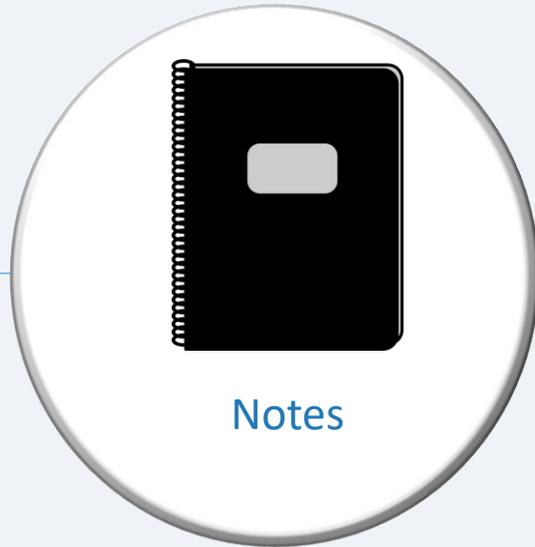
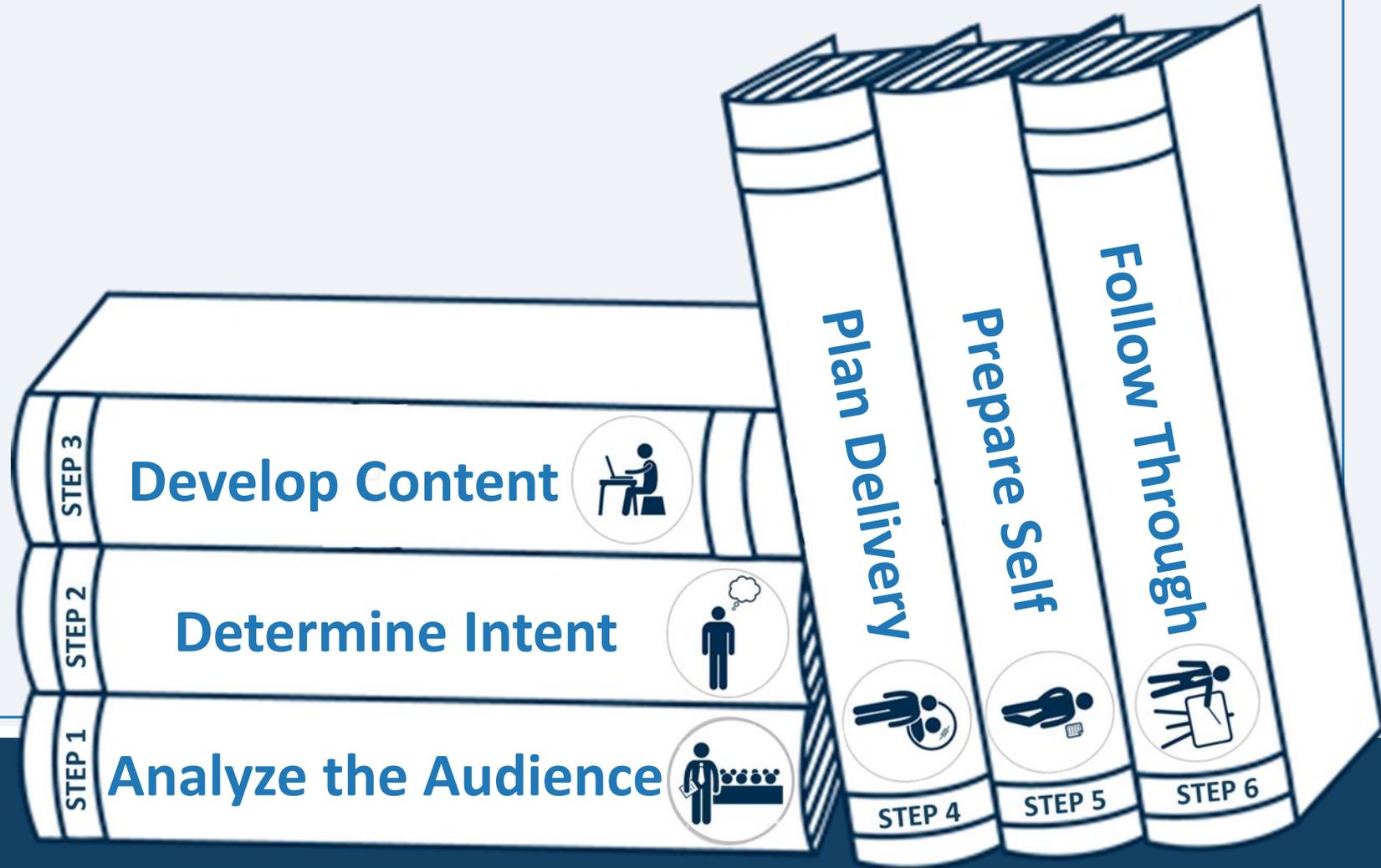


Delivering Effective Presentations

INFLUENCING LEADERSHIP DECISIONS IN 6 STEPS

HOUSEKEEPING

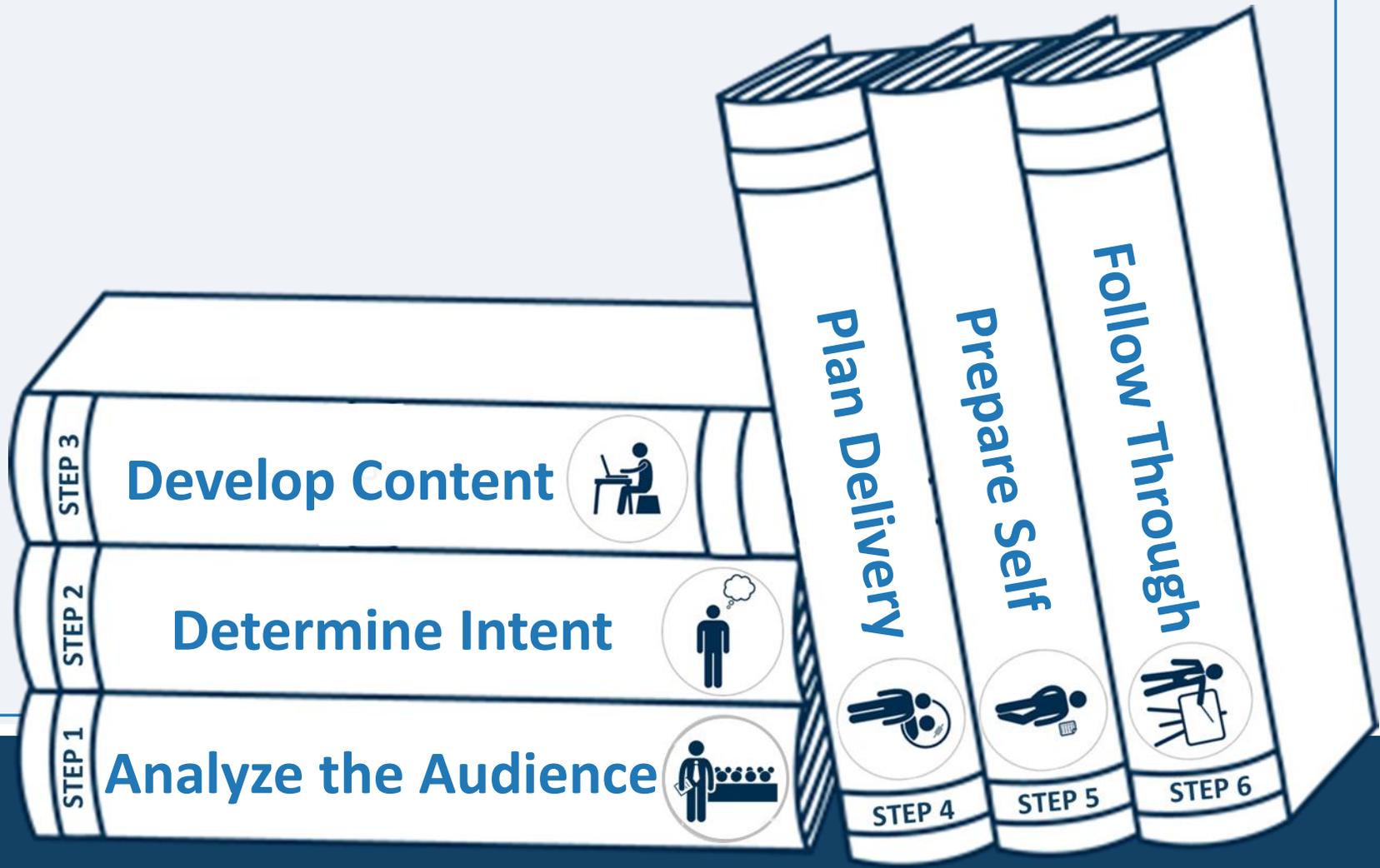




SIX STEPS TO DELIVERY

Throughout the course, please

- *Be Present,*
- *Respect Others,*
- *Speak from the “I”,*
- *Ask Questions,*
- *Respect Confidentiality, &*
- *Share “Air Time”.*



FIRST STEP

A Who is your audience & how many will view the presentation?

U What is their current understanding on the topic?

D What are their demographics; age, gender, background, status?

I What level of interest do they have in the topic? High priority?

E What environment will you be presenting in?

N What needs do the audience and presenter have?

C How can you customize the message to the audience's needs?

E What are the expectations of the listeners and/or requestor(s)?



THE EXECUTIVE MINDSET

Senior leadership members are interested in “the BIG picture”, not minor details. The *Executive Mindset* aims to:

- Know Your Audience,
- Focus On the What- Not the How,
- Just the Essentials,
- Make the Presentation Brief/Easy to Follow,
- Consider the Indirect Audience.

Exercise
Catch Phrase





SECOND STEP

DETERMINING INTENT

Presentations are intended to:

- Educate
- Inform
- Persuade

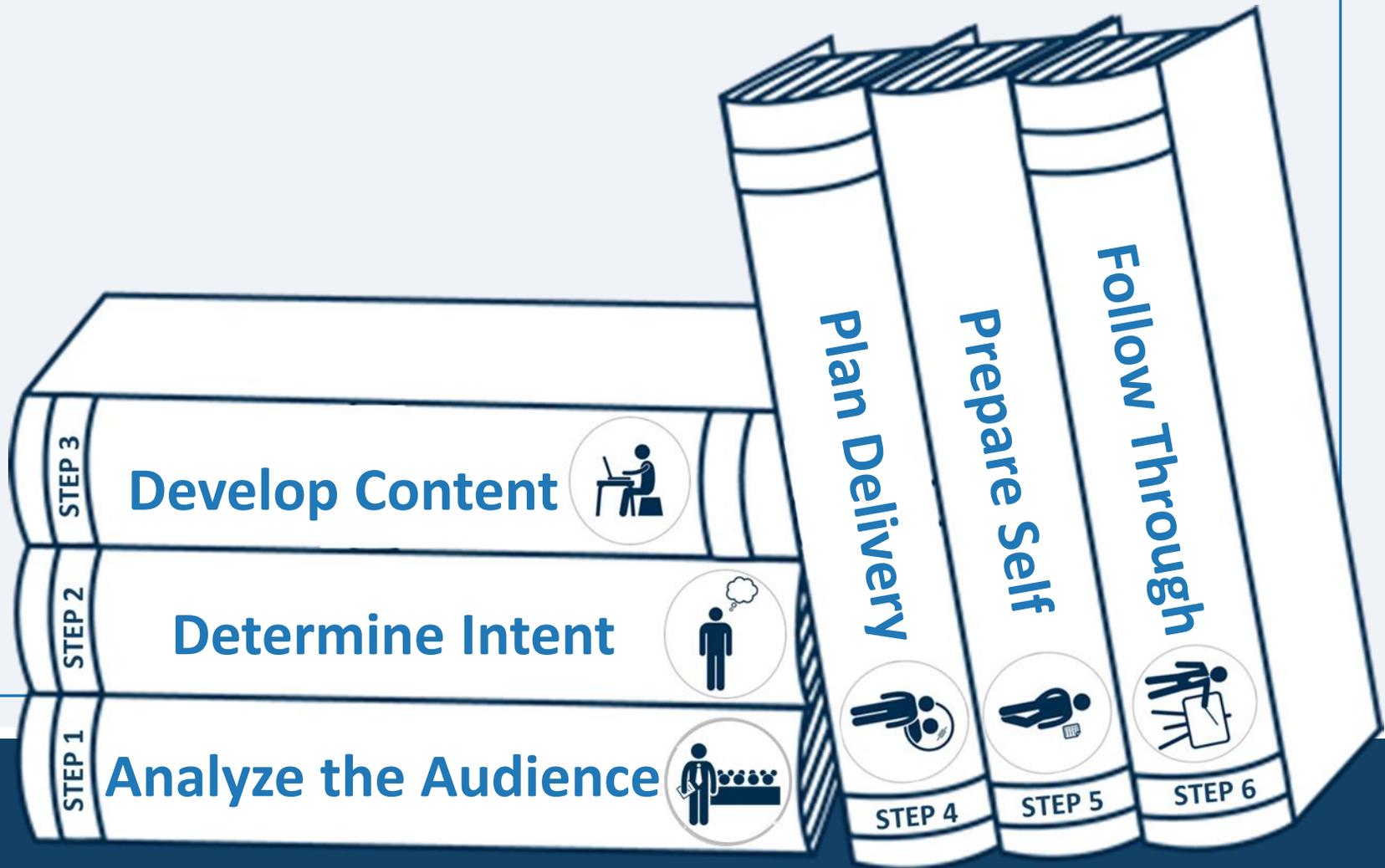
“What am I trying to do?”

Exercise

May I Present?

5 minutes(total) to interview one another in order to find out 3 things you don't already know about the person.

Your goal is to formally present your interviewee to the group



THIRD STEP

DEVELOPMENT PROCESS

Regardless of the presentation format, when developing content you will need to:

- Determine Learning Objectives,
- Brainstorm Subject Matter,
- Draft Your Presentation,
- Finalize Your Presentation, &
- Create Supporting Materials.

DEVELOPING CONTENT

Content development is the process of analyzing research, and compiling information that will be communicated to your audience. When you begin developing your content for your presentation, ask yourself,

“What do I need to tell my audience?”

DEVELOPING CONTENT

Executive Summary:

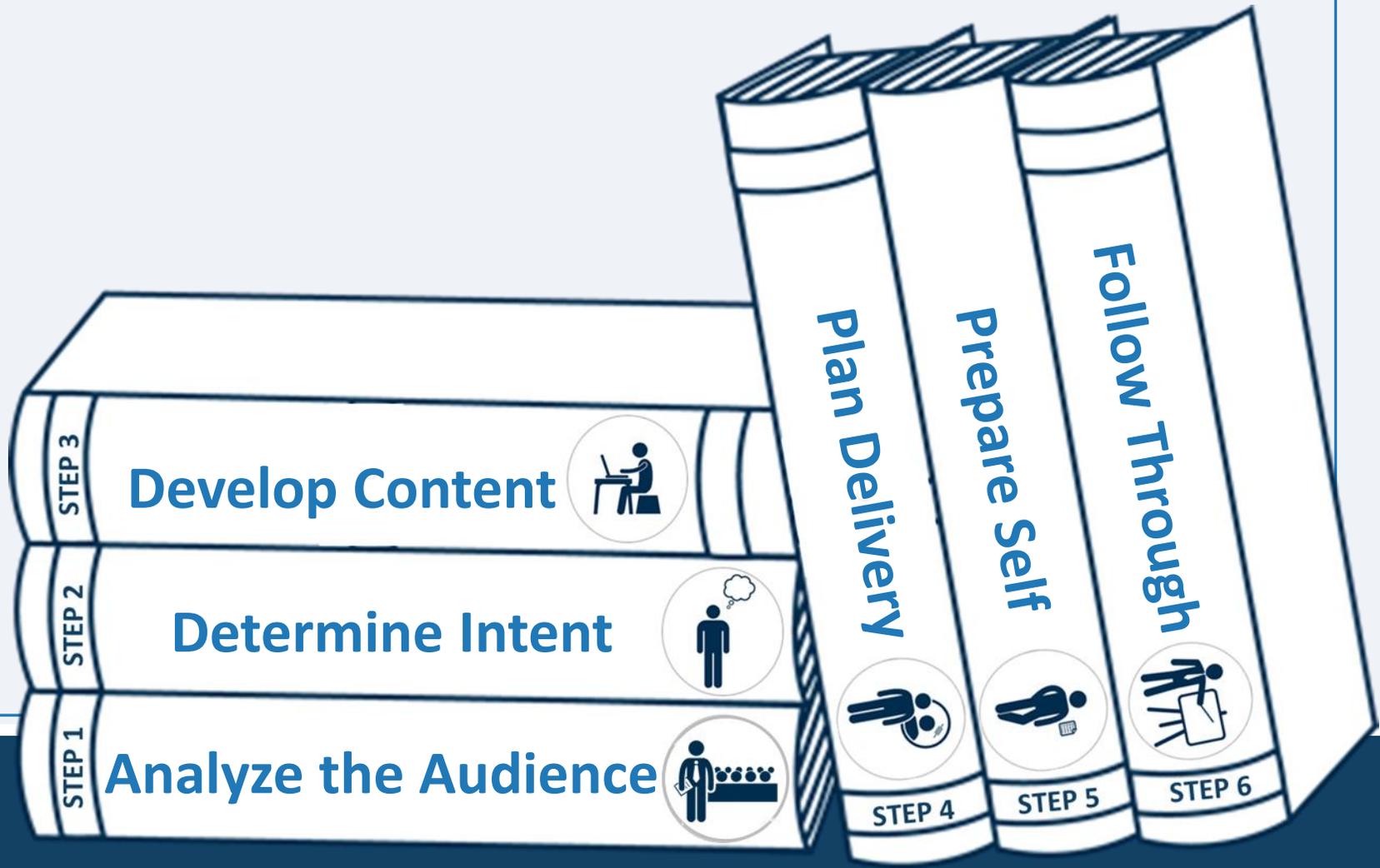
Slides 1-3 Describe the problem/opportunity.

Slide 4 Summarize briefly who you are and why you can help.

Slides 5-8 Explain your solution and why now is the time.

Slide 9 Ask for the next step.

Last slide Credits

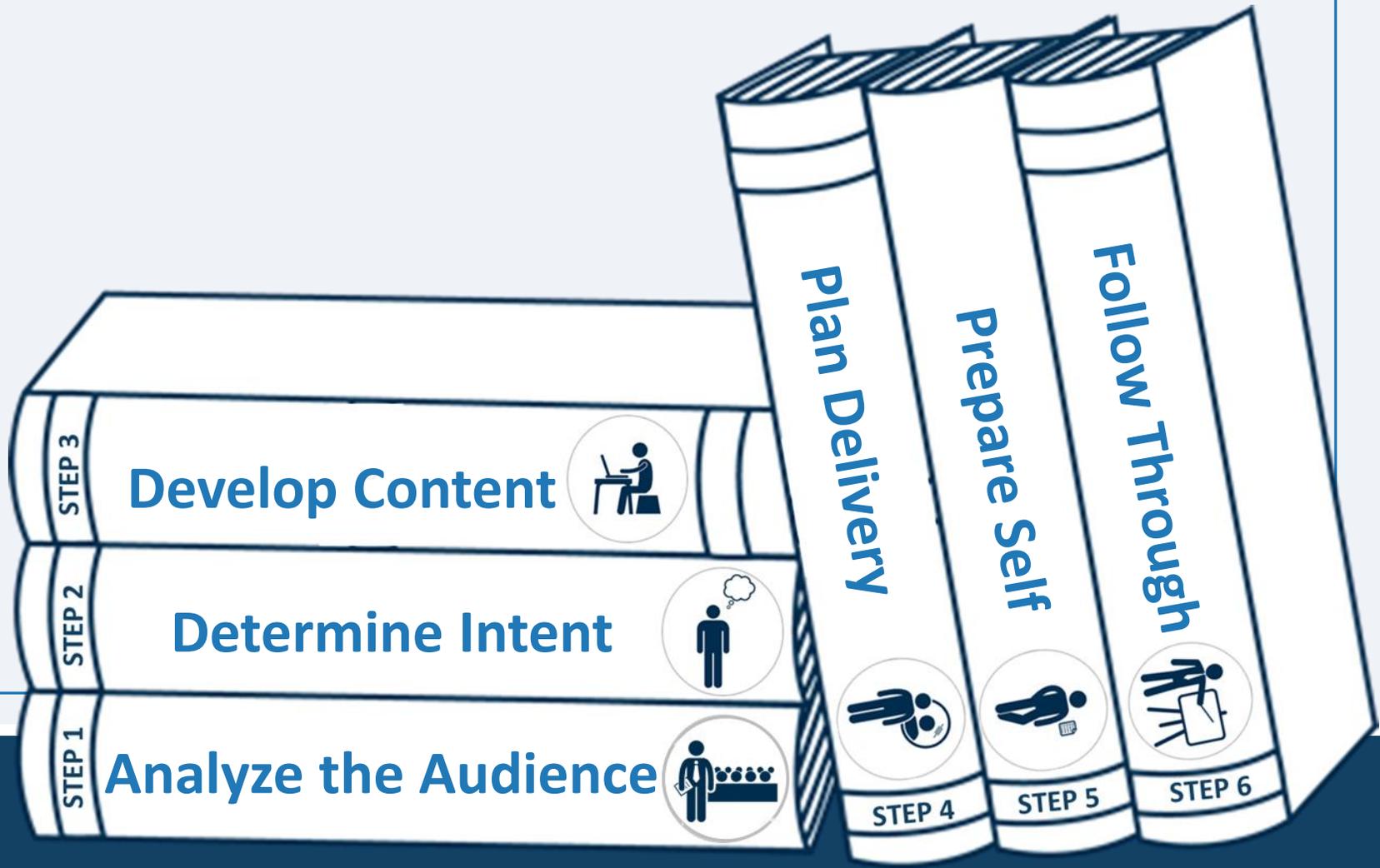


FOURTH STEP

PLANNING DELIVERY

Planning your presentation delivery is much more than reserving a conference room. This step is all about organization and preparedness. When planning your delivery, ask yourself,

“Have I organized my resources?”



FIFTH STEP

PREPARING YOURSELF

A presentation should be a conversation between you and your audience. Preparing yourself will help the relay of information occur naturally. When preparing mentally and physically, ask yourself,

“Am I ready?”

MANAGING YOUR SPEECH

There are four main terms
used for defining speech:
Volume, tone, pitch, & pace.

MANAGING
YOUR SPEECH

MANAGING
PHYSICAL GESTURES

Consider physical gestures you engage in during presentations, including:

Visibility, eye contact, body language, & movements.

MANAGING
YOUR SPEECH

MANAGING
PHYSICAL GESTURES

Visibility:

- *Face the audience at all times.*
- *Avoid looking/speaking towards the screen.*
- *Step away from computer & podium.*



MANAGING
YOUR SPEECH

MANAGING
PHYSICAL GESTURES

Eye Contact:

- *Establish with the majority of the audience.*
- *Limit to 3 second increments.*
- *Occasionally scan the entire audience.*



MANAGING
YOUR SPEECH

MANAGING
PHYSICAL GESTURES

Body Language:

- *Keep hands within “the box”.*
- *Stand up straight, but comfortable.*
- *Use to support or reflect message.*

MANAGING
YOUR SPEECH

MANAGING
PHYSICAL GESTURES

Movements:

- *Move with purpose, don't drift.*
- *Move towards the audience to engage them & answer questions.*
- *Avoid extreme & patterned movements.*



MANAGING
YOUR SPEECH

MANAGING PHYSICAL
FEATURES

MANAGING
NERVOUSNESS

There are 3 ways to deal with nervousness when giving a presentation:

Expect, accept, & manage it.



MANAGING
YOUR SPEECH

MANAGING PHYSICAL
FEATURES

**MANAGING
NERVOUSNESS**

Expecting Nervousness:

- *Get a good night's rest & exercise prior.*
- *Visualize your audience & the presentation.*
- *Monitor caffeine intake.*
- *No dairy products the morning of*



MANAGING
YOUR SPEECH

MANAGING PHYSICAL
GEATURES

MANAGING
NERVOUSNESS

Accepting Nervousness:

- *The audience usually doesn't know you're nervous, they want you to succeed.*
- *Don't try to be perfect.*
- *Don't act; be yourself.*

MANAGING
YOUR SPEECH

MANAGING PHYSICAL
GEATURES

**MANAGING
NERVOUSNESS**

Managing Nervousness:

- *Avoid nervous movements.*
- *Take deep breathes prior to beginning.*
- *Don't use pointers or hold papers.*
- *Dress for success; if you look good, you feel good!*



MANAGING YOUR SPEECH

MANAGING PHYSICAL FEATURES

MANAGING NERVOUSNESS

MANAGING YOUR AUDIENCE

Managing your audience includes dealing with interruptions; including:

Challenging audiences & question/answer sessions.



Exercise
Snap Shot

Steps:

- *Analyze Audience*
- *Determine intent*
- *Develop Content*
- *Plan delivery*
- *Prepare self*

3-5 Minutes in Length



SIXTH STEP

FOLLOWING THROUGH

Once your presentation ends, there is still work to be done to ensure your message is received entirely and as intended. Take time to identify anything you may need to do afterwards. When creating your final action plan, ask yourself,

“What do I have outstanding?”

NEXT STEPS



Questions?



Select Presentation Topic & Format



Get to Work!



Complete Course Evaluation

