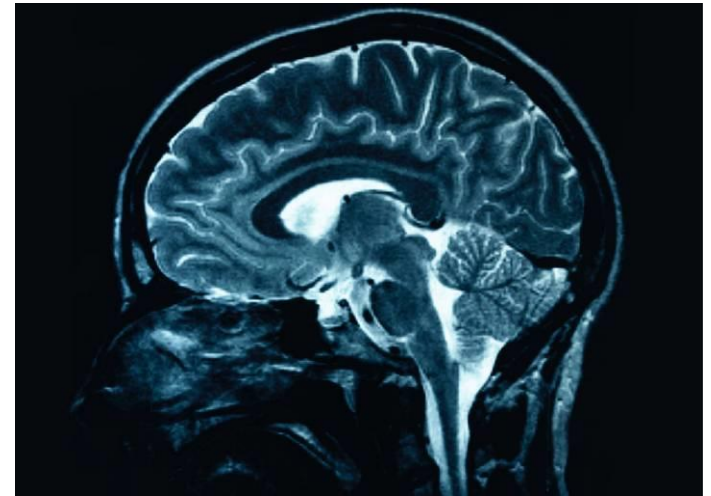




# **Introduction to Presentation Skills**

# **The Mind is a Wonderful Thing...**



**It starts working the  
minute you're born and  
never stops until you get  
up to speak in public.**

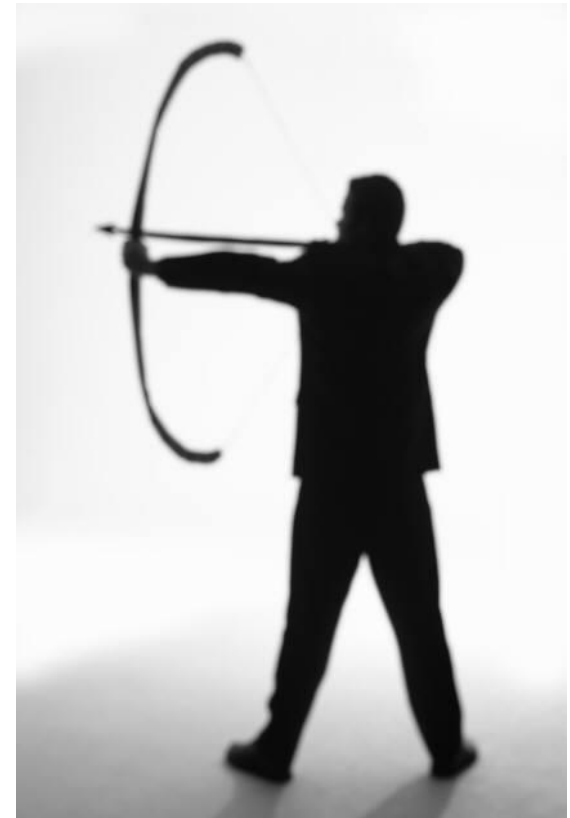
# **Class Goal**



**To enable the participants  
to comfortably present  
information and material in  
a professional manner**

# **Class Objectives**

- **Become familiar with the tools of the trade**
- **Stage presence**
- **Presentation staging**
- **Presentation content**
- **Adult learning**
- **Practice**
- **Performance**



# **To Make Yourself More Comfortable Speaking in Public**

- Know your Material (be prepared)
- Know your audience
- Know your platform
- Prepare your primary equipment
- Approach the platform with poise & presence

# Plan Your Success

## Five Questions To Ask:

- Who?
- What?
- When?
- Where?
- Why?



# **Introductions**

## **Presentation #1**



- **Stand up and tell us your name**
- **What do you do at FDOT?**
- **What types of presentations have you done before?**



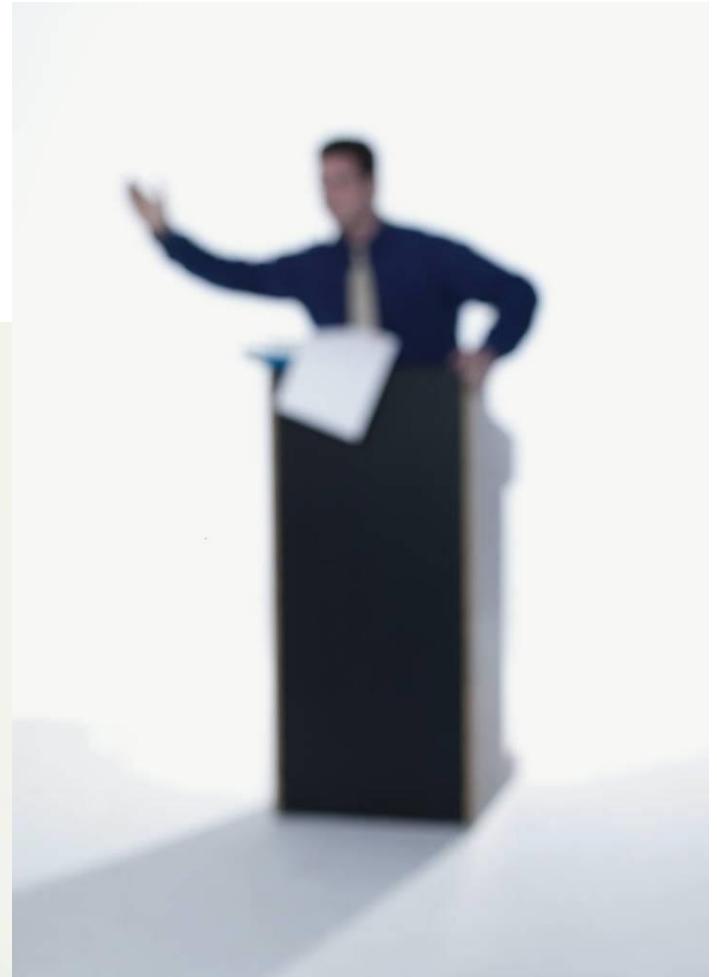
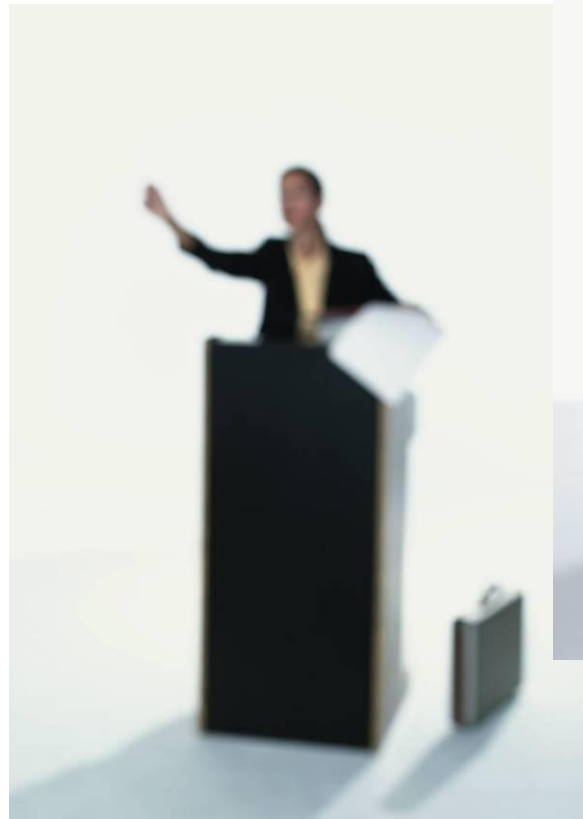
# Tools of the Trade

- Lectern
- Microphone/  
Lavalier
- Projector
- Computer
- TV/DVD
- White board
- Flip charts
- Handouts
- Laser light  
pointers





# Lectern



# Hand-held Microphone



# **Lavalier (lapel-clip on) Microphone**

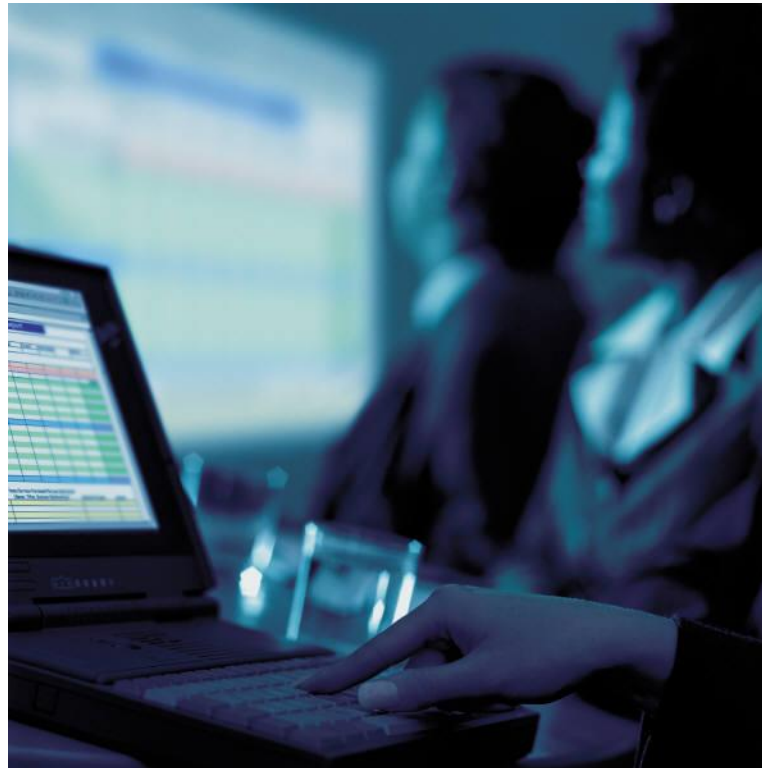


# Projector





# PowerPoint Presentations



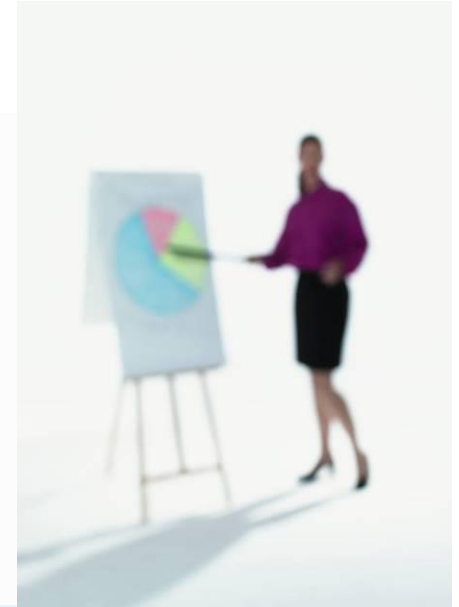
# DVD's



PLAY

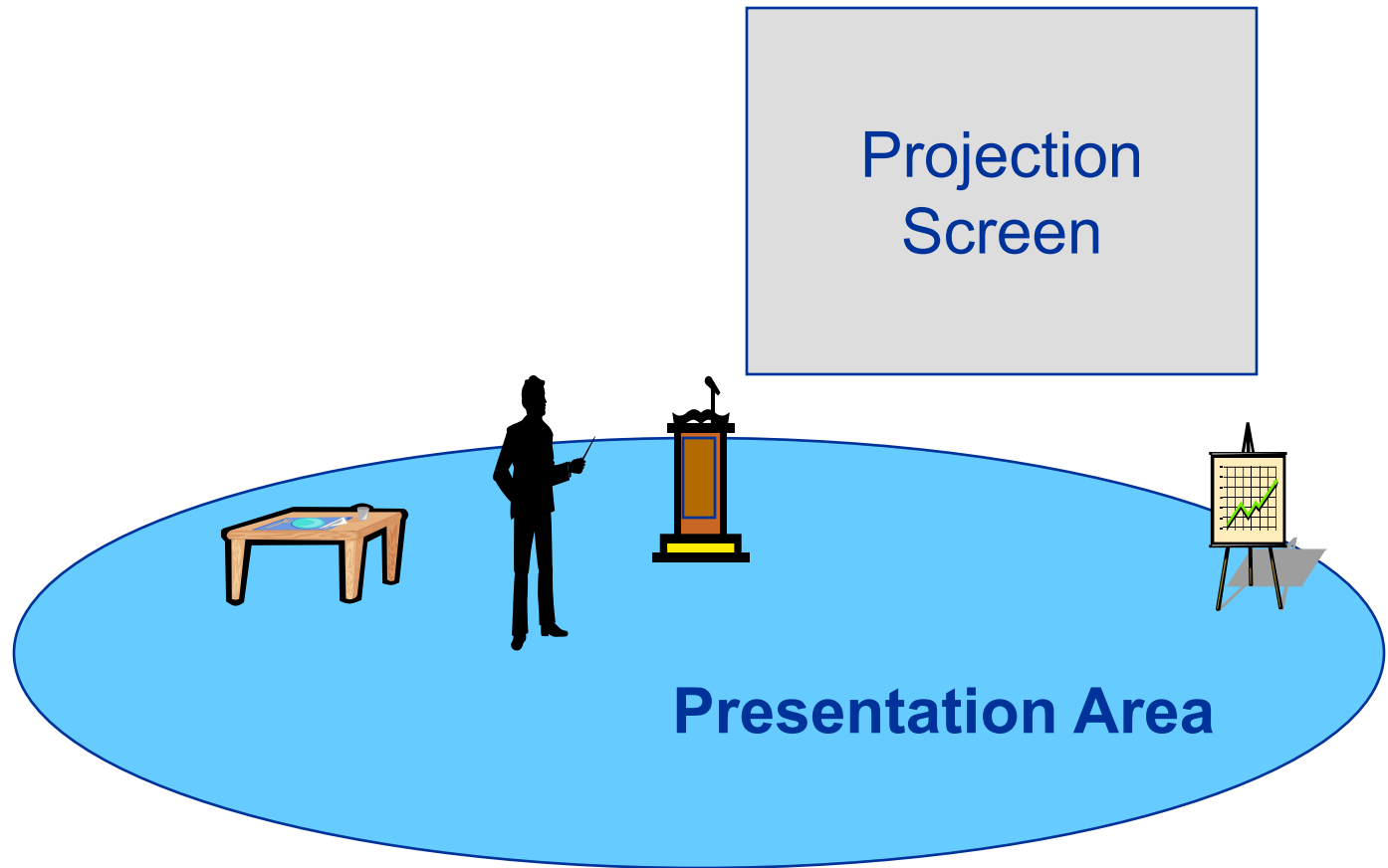
STOP

# Presentation Aids





# Presentation Staging



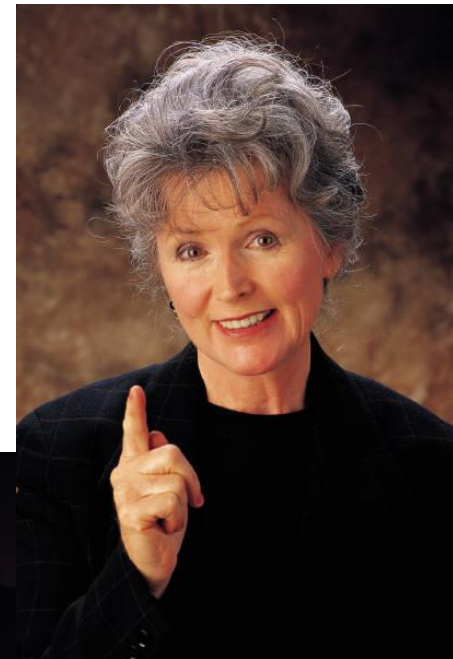
# Stage Presence

- Stand on a 45 degree angle to your audience
- Look at people around the room as you speak
- Gesture naturally
- Project your voice to the back of the room
- Move around slowly, taking your cue from your audience
- Relax and have fun



# Hands

- **Keep your elbows in to your side**
- **Let them move naturally**
- **Don't put both of them behind you or in your pockets**



# But if...

- **My audience is getting fidgety**
- **I see everyone yawning**
- **People are squirming in their seats**
- **If they have that glazed look in their eyes**





**It's Time for a Break**

**15 Minutes Please**

# **Preparing a Presentation**

## **GOAL**

**What you want to present. A broad general statement for what you want to accomplish.**

## **OBJECTIVES**

**What you want the audience to know or be able to do at the end of the presentation.**

## **CONTENT**

**Information you will use to reach your objective.**





# Points in Speaking



- Volume
- Tone
- Pitch (quality of highs and lows)
- Speed
- Language (no 'jargon')





# **Practice Makes Perfect**

**For a successful  
presentation delivery**



- **Rehearse in front of a mirror**
- **Rehearse in a vacant room**
- **Rehearse in front of a video camera**

# It's Showtime!

**“Act like you own  
the room,  
and soon enough,  
YOU WILL.”**



- **Know your purpose**
- **Know your audience**
- **Know your subject**
- **Practice**
- **Check your equipment**
- **Approach the platform with confidence**

# **Individual Presentation**

**Prepare the goal  
and one objective  
for a 2-3 minute  
presentation to  
the class**



# Presentation Content



- Something you do outside of work (ex. hobbies, activities, sports etc.)
- 15 minutes to prepare
- 2-3 minute presentation



**Thank You  
for your time and  
your participation!**