

Sharpening Presentation Skills

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Objectives

- The learner will:
 - Identify the ingredients of a good presentation
 - Explain how the parts of a presentation fit together into an organized whole
 - Recognize the importance of presentation dynamics in audience perception of delivery
 - Discuss features of good audiovisuals

Preparation

- Know your learners
 - What do they need to know
 - What interests them
- Know your setting
 - Small vs. large group
 - Timeframe
- Know your material

Tell a Story

- Introduction (Tell them what you'll tell them)
- Body (Tell them)
- Conclusion (Tell them what you told them)

Introduction

- Capture the audience
- Provide learning objectives
- Set the tone

Body

- Limit the number of main points to 3 to 5 in 50 minutes
- Maximum audience attention is attained at 12-15 minutes so vary your style of teaching at these intervals
- If asking questions used closed ended format & wait 3-5 seconds for responses

Conclusion

- Review the main points or take home messages

Presentation Dynamics

- Demonstrate enthusiasm for your subject
 - Humor (careful & thoughtful)
 - Energy
 - Passion
 - Feeling
 - Excitement

Presentation Dynamics

- Use body movement to your advantage not disadvantage- change places to change focus
- Don't pace

Presentation Dynamics

- Gestures can help you to emphasize certain important points
- Don't play with the change in your pocket

Presentation Dynamics

- Project your voice
- Don't talk too quickly
- Change for emphasis

Presentation Dynamics

- Make eye contact
- Find a few friendly faces in different areas of the room and look to them during the presentation

PowerPoint

- Use 1-2 slides per minute
- Limit each slide to one major idea or theme
- Limit text to 7 words per line and 7 lines per slide

Power Point

- Large font
- Uncluttered
- Dark background with white letters or light background with dark letters

PowerPoint

- Don't use red or green text

PowerPoint

- Pictures and animation should add to content not distract from it
- Use the pointer only when needed



Antidotes for Anxiety

- Practice
- Think positive
- Get there early
- Memorize your first few sentences to feel the positive effect of a good start
- Focus on a few friendly faces

Summary

- Focus:
 - Content : focus on take home messages
 - Skills: use these to stimulate your audience
 - Attitude: think positive