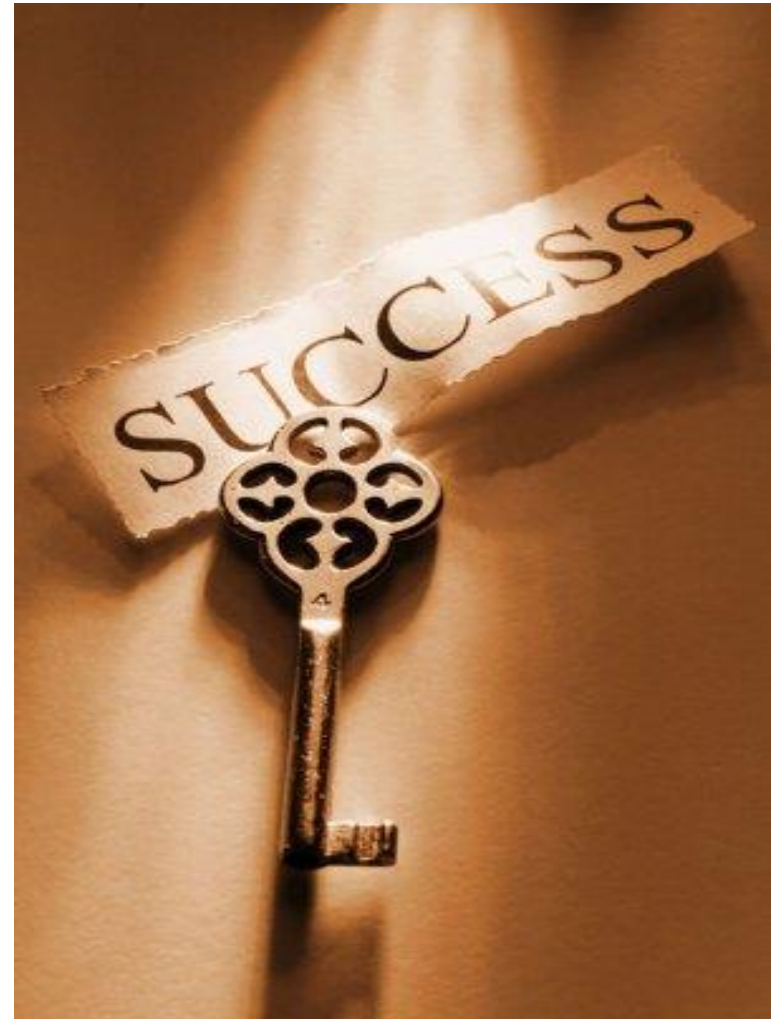


Presentation Skills

Careers Centre



Overview

The four P`s

- Plan
- Prepare
- Practice
- Present



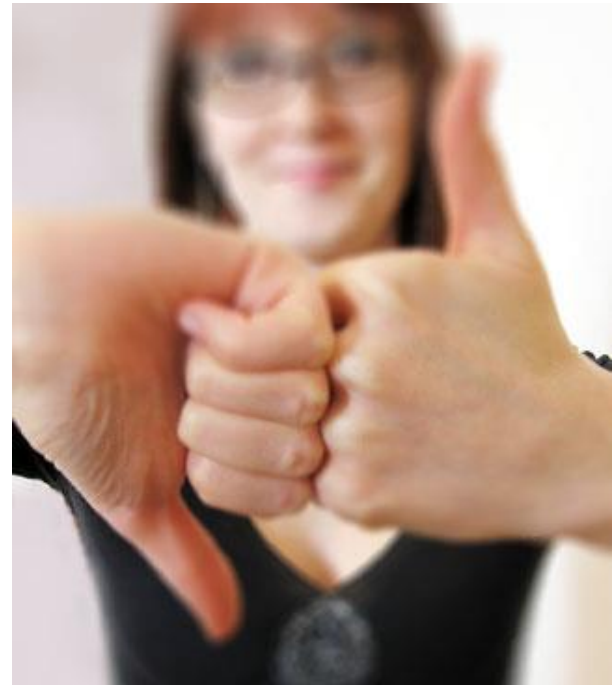
“Proper **preparation** prevents **presentation** predicaments”

The Good, The Bad and The Ugly

Consider some previous presentations.

Select ...

- 1 criteria from the best of these
- 1 criteria from the worst of these



(3 minutes each list)

Where to start?

Brainstorm for

- Why → Plan
- Who → Plan
- What → Prepare
- How → Practice
- When → Presentation
- Where → Presentation

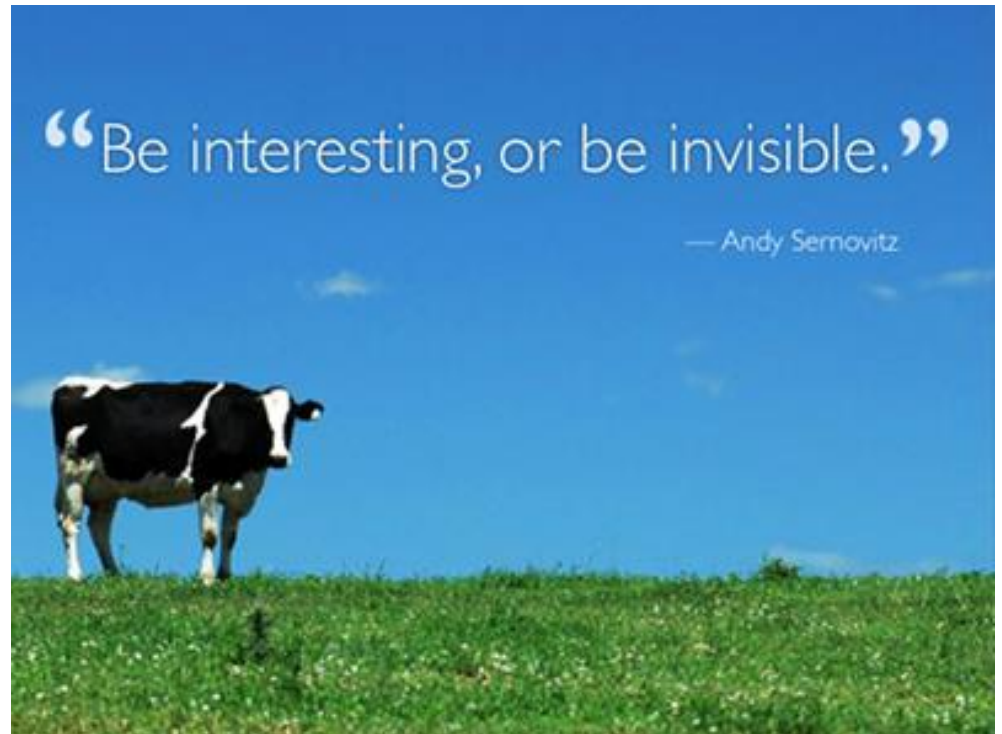


Plan- The Core Message

Define objectives of talk based on:

Why?

- Reason for presentation
- Impact on audience
- What action



Three E's

Educate



Entertain



Explain

Who

- Pitch to audience

Size

Age/gender

Knowledge

Bias

Cultural make-up

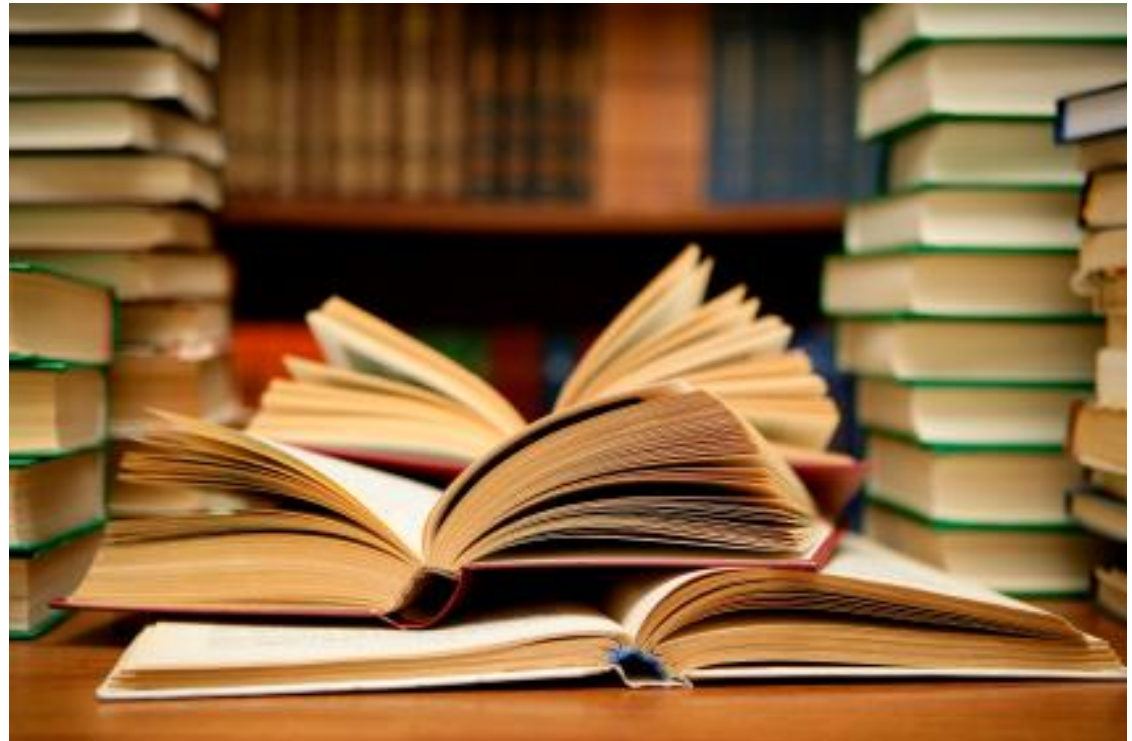


Talk **to** your audience rather than **at** them

Prepare-Research

What?

- Experts
- Web
- Newspaper
- Competitors
- Professional bodies
- Statistics
- Analogies
- Demonstrations
- Testimonials
- Exhibits



Must know →

Should know →

Nice to know

Structure- Shape the talk

Introduction

Tell them what you are going to tell them

Body

Tell them

Summary

Tell them what you told them

Introduction

- I** Interesting, unusual, unexpected
- N** Need
- T** Title
- R** Range
- O** Objectives



Main Body

- Structure theme
- 5 Need to know statements
- 5 Key words
- 5 Mini Speeches
- Check focus



End

- Tell them what you told them
- Draw conclusions- capitalise
- Point way forward
- Closing statement- impressive
- Give time for questions



How? Practice, practice, practice

- Strong Opening
 - reduces nerves
- Clear Points
 - improves performance
- Logical flow
 - helps judge timing
- `So what` test?
- Strong ending
 - get familiar with aids
 - avoid over rehearsing



The Power of Silence



Delivery

- Vary voice
- Body language- eye contact
- Other aids
- Timing
- Pace



Aids aid

- Flip charts and white boards

- Overhead projectors



- Slide & Projector

- PC & Projector



- Video/ Multimedia

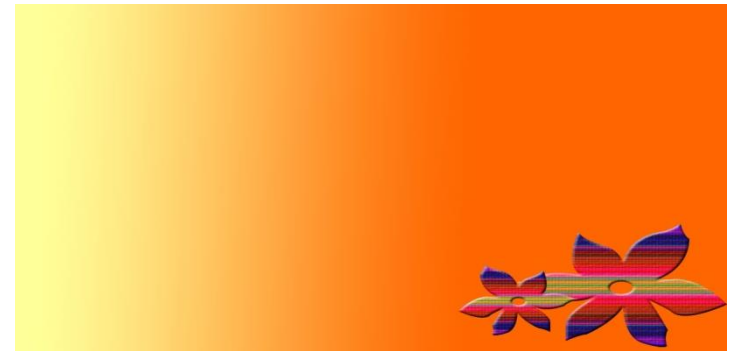


- Handouts



Tips for effective slides

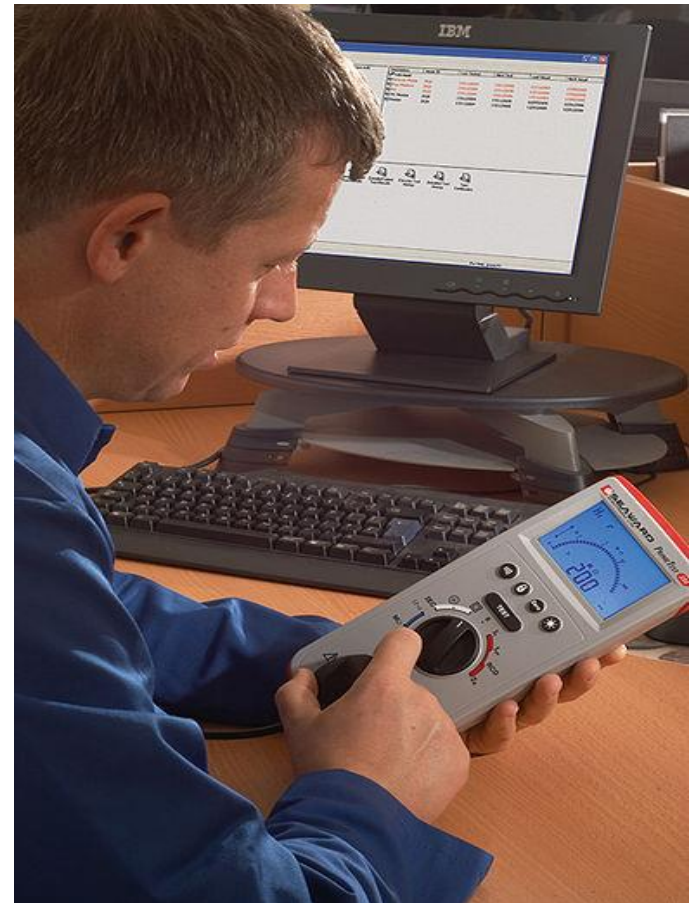
- Keep it simple
- One idea per slide
- Visuals/sounds
- Maximum of five points per slide
- No advance information



Logistics

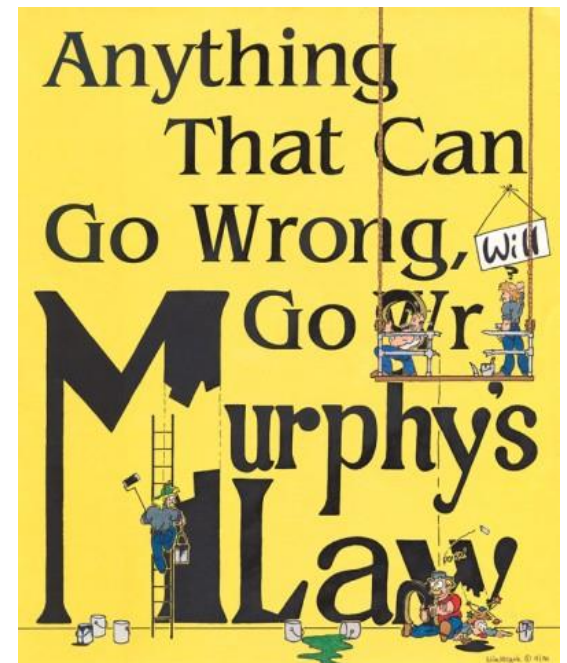
(When & Where of the Presentation)

- Attendance
- Check out room
- Test equipment
- Adapt layout
- Arrive early



Presentation Challenges

- Questions
- Murphy`s Law
- Interruptions
- Deal with detractors
- Nervousness



Grace under fire

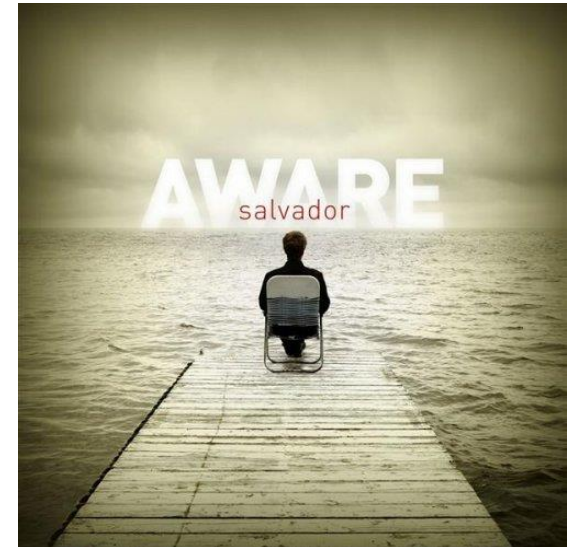
G Grounded

R Relaxed

A Aware

C Centred

E Energised



Summary

- 5 key points (maximum)
- 4 P`S (plan, prepare, practice, and present)
- 3 Step structure,
- 2 A powerful presentation
- 1 Stand up, speak out, shut up.



http://www.youtube.com/watch?v=YI_FJAOcFgQ

<http://www.youtube.com/watch?v=wE7QJSO449o>

<http://www.youtube.com/watch?v=PCXQUwVcuVU>

<http://www.youtube.com/watch?v=S5c1susCPAE>