PRESENTATION

Successful Presentation Skills
ONE interesting thing about YOU!
OVERVIEW

1. Avoid committing the top five mistakes made by presenters
2. Overcome presentation anxiety
3. Apply the six presentation delivery basics
TOP 5 PRESENTER’S MISTAKES

- No presentation goals or objectives
- Poor delivery techniques
- Poor first impression
- No preparation
- Lack of enthusiasm
..AND MORE MISTAKES

- No audience involvement
- Lack of facial expressions
- Sticky floor syndrome (staying stuck to one spot)
OVERCOME YOUR ANXIETY

Fail to Plan = Plan to Fail!
OVERCOME YOUR ANXIETY

- Step 1: Know your materials
- Step 2: Learn how to relax
- Step 3: Visualize yourself speaking
- Step 4: Concentrate on your message – not yourself
- Step 5: Turn nervousness into positive energy
**DELIVERY BASICS**

1. Eye contact
2. Facial expressions
3. Movement
4. Gestures
5. Appearance
6. Voice
EYE CONTACT & FACIAL EXPRESSIONS:

- People speak with their eyes as well as their words.
- Eye contact and facial expression are an emotional handshake.
- Smile and let your face reflect what you’re saying.
MOVEMENTS TO...

- Rocking / swaying
- Podium freeze
- Nervous movement
- Hands in pockets
WHERE TO STAND

- Home position
- Across from the home position – on the same side of the room
- The third position is designed for special points in your presentation, and it should be used sparingly
THE RIGHT GESTURES:

- Make gestures purposeful and natural
- Use gestures to stress, demonstrate, or complement what you say
- Use expansive gestures above the waist
- Keep your elbows away from your body
APPEARANCE

- Your dress should communicate a professional image
- Posture: stand up straight, but not stiff
- Attitude: The only attitude that is appropriate for a presentation is an upbeat positive one
VOICE

1. Projection: Make sure you speak loud enough for the audience to hear you

2. Pitch: Don’t speak in a monotone voice

3. Pace: Alternate the pace of your voice

4. Slow down for important points

5. Diction: Speak more clearly than normal

6. Get rid of the “ums” and “uhs”
The 5 Steps to Overcome your Anxiety:

- Know your materials
- Learn how to relax
- Visualize yourself speaking
- Concentrate on your message
- Turn nervousness into positive energy
LET’S RECAP

The 6 Delivery Basics:

- Eye Contact
- Facial Expressions
- Movement
- Gestures
- Appearance
- Voice
LET’S PRACTICE

Remember:

- I hear and I forget,
- I see and I remember,
- I do and I understand!
THANK YOU!