Presentation Skills

NISG
Agenda

- In this section, the participants will be able
  - Understand the reasons for fear of speaking and methods for overcoming the same.
  - Recognize the components of presentation skills
  - Learn to apply the components
  - Understand the power of story telling
  - Learn to Improvise
Top ten fears *

10. Dogs
09. Loneliness
08. Flying
07. Death
06. Sickness
05. Deep water
04. Financial problems
03. Insects and bugs
02. Heights
01. Speaking before a group

* The Book of Lists - By David Wallenchinsky
Managing fears

- Use the power of self-talk
- Take three deep breaths
- Drink a glass of water
- Practice, Practice, Practice
- Make the “Worst” and “Best” might happen list
- Build bond with the participants
Activity 1
Key Components

❖ Plant
❖ Move
❖ Eye contact
❖ Scan
❖ Gesture
❖ Pause and Hold
❖ Loud
❖ Soft
❖ Modulation
❖ What questions do you have?
Story Telling

- Think of a personal story
- Have a teachable message
- Use emotions, dreams, realm of reality
Crafting your story

❖ Set the scenario
❖ Describe characters
❖ Begin the story
❖ Explain the difficulty encountered
❖ Narrate the obstacle was handled
❖ Connect the other dots in the story
❖ Highlight clear teachable moment
❖ Ask audience to make your point their point
❖ Repeat the teachable moment using the same language
Ted Talk
Stay on time

- Begin and end on time
- Ask for a volunteer time keeper and rotate the responsibility
- Handle digressions quickly but diplomatically
- Set tight time limits for activities and breaks
- Announce how much time is left on activities
- Have optional activities available
- Offer to arrive early or stay late
- If behind in the schedule, seek permission for extra time
Delivery

❖ Use simple sentences
❖ While conducting activity, case study and group discussion give step-by-step instructions
❖ Ensure transitions from slide to the other is smooth
❖ Speak slowly and audibly
❖ Use visual aids effectively
❖ Have open ended questions to stimulate discussions
❖ Ensure no participant is put on a spot
❖ Ask participants to summarize or share their learning at the end of each concept
Effective Presentations

• Three Important Steps to make Effective Presentations
• Prepare Yourself
• Prepare your presentation
  • Plan the presentation
  • Deliver the presentation
• Handle your audience
Preparing yourself

The total impact of communication is:

45% is received through verbal channels (Speed, volume, pause)

55% is Non-verbal!!!
Preparing your Presentation

Planning the Presentation

Delivering the Presentation
Planning

• **Audience**
  • Demographics
  • Type (Social strata / Education / Cognisance)

• **The Logistics**
  • The Venue and
  • Presentation aids
Planning

- Presenting the matter
- Collect and organize material
- Use appropriate audio/visual aids
- Carry important points on cue cards
- Practice, practice and practice till you have it word-perfect
- Time it to fit and work on the questions you may raise
Stand and Deliver!

1. Be supremely confident
2. Speak with conviction
3. Follow a structure that is apparent to the audience. No threaded presentations
Structuring

• Introduction
• Main Matter
• Summarise

Introduction: Tell them what you are going to tell them (This should take 10% of the time)

Main Matter: Tell it all to them (This should take about 70-80% of the time)

Summarise: Tell them What you have told them (This should take about 10-15% of the time)
Capture and Retention of Audiences

Speak with the Audience
Do Not Ramble - People will lose the thread
Show empathy - be one of them
Read and use Body language
Recapture and retain your audience

• Ask questions and use names
• Invite questions
Handling Stage Fright

- It's normal and natural
- Arrive early and 'settle' in
- Mingle with the audience before you begin
- Take a deep breath
- Smile confidently and don’t rush things
Ten Presentation Commandments

1. Thou shall not commence thy speech with apologies
2. Thou shall not fill thy speech with statistics
3. Thou shall not forget to relax
4. Thou shall not keep a poker-face
5. Thou shall not get sarcastic or unfair
Ten Presentation Commandments, continued

• 6
  - Thou shall not be dull

• 7
  - Thou shall not murder the language

• 8
  - Thou shall not forget to be brief

• 9
  - Thou shall not forget to smile

• 10
  - Thou shall not forget to STOP