





“ Introduction

Presenting information clearly and effectively is a key skill in getting your message across. Today, presentation skills are required in almost every field, and most of us are required to give presentations on occasions. While some people take this in their stride, others find it much more challenging.

It is, however, possible to improve your presentation skills with a bit of work. This section of SkillsYouNeed is designed to help.





“ Introduction

Your presentation represents an investment. You've invested time in creating it, and you'll invest even more time in giving it. That's why you want to get it right.

A good presentation can enable you to communicate ideas, interests in your audience, helps your career & boosts your confidence!





“ Introduction

Many people feel terrified when asked to talk in public, especially to bigger groups. However, these fears can be reduced by good preparation, which will also lay the groundwork for making an effective presentation.

In this presentation, you'll learn tips and techniques that'll help you give a presentation that people remember and that changes minds.





Presentation Skills





How to Make a Great Presentation?

Make Sure You Confirm These Preparation Statements

The topic is
researched and the
facts are up to date.



How to Make a Great Presentation?

Make Sure You Confirm These Preparation Statements

I can talk about the
topic without reading
it.



How to Make a Great Presentation?

Make Sure You Confirm These Preparation Statements

I've practiced the presentation and timed a practice session, so I know about how long it'll take me.





How to Make a Great Presentation?

Make Sure You Confirm These Preparation Statements

I'm aware of my body language and plan to make eye contact during the presentation. My slideshow presentation is professionally designed and makes use of visuals.



How to Make a Great Presentation?

Make Sure You Confirm These Preparation Statements

The text on my presentation's slides is legible and easy to read, even from a distance.



Rhetoric

The art of speaking or writing effectively and/or persuasively.



Ethos: the source's credibility, the speakers/author's authority, an appeal to character, ethical appeal

We tend to believe people whom we respect.

This respect may be automatic or it may be earned.



Rhetoric

The art of speaking or writing effectively and/or persuasively.



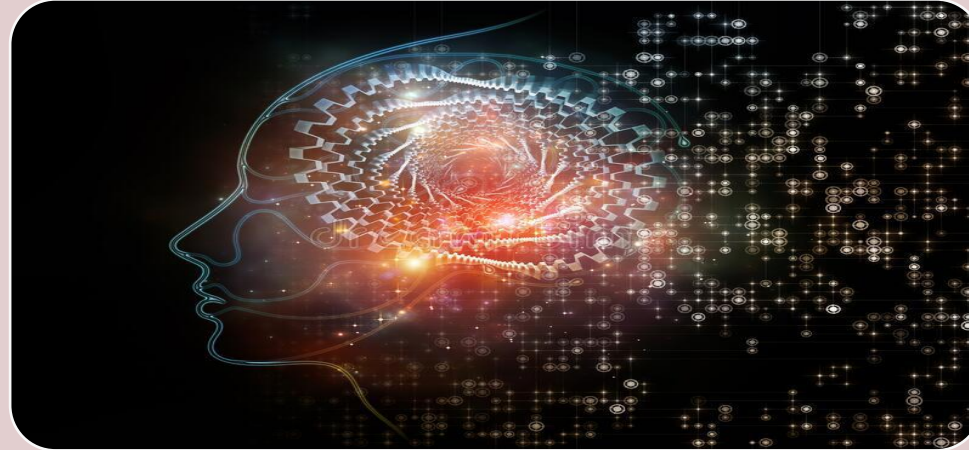
Pathos: persuading by appealing to the reader's emotions. Emotional appeals are one of the most powerful tools of persuasion.

Specific word and/or image choice, personal stories.



Rhetoric

The art of speaking or writing effectively and/or persuasively.



Logos: the logic used to support a claim (induction and deduction); facts and statistics used to help support the argument.

Persuading by the use of reasoning.

Statistics, facts, examples, reasons.



How to Make a Great Presentation?

Make Sure You Confirm These Preparation Statements

- My content is designed for my audience.
Who? How many? Age?
Knowledge? Expectations?
Sympathetic or Resistant?



How to Make a Great Presentation?

Make Sure You Confirm These Preparation Statements

- My conclusion clearly explains what listeners can do next.





HOW TO PLAN (+WRITE) A POWERFUL PRESENTATION?



HOW TO PLAN (+WRITE) A POWERFUL BUSINESS PRESENTATION?

Make Sure You Confirm These Preparation Statements

- What's your Goal And/Or Purpose?

GOAL VS PURPOSE

They are NOT the same!

| GOAL | PURPOSE |
|--|--|
| Something you want to reach & achieve | What you are here to do in your life |
| Clear steps & end results | Has no clear end, is larger than a goal |
| E.g. Lose 5Kg E.g. Save \$1,000 E.g. Pass a test | E.g. Helping others E.g. Being a great partner / parent |
| | Goals are smaller parts to help you achieve the Purpose |



HOW TO PLAN (+WRITE) A POWERFUL BUSINESS PRESENTATION?

Make Sure You Confirm These Preparation Statements

- Plan a presentation for

Presentation

Suggested format

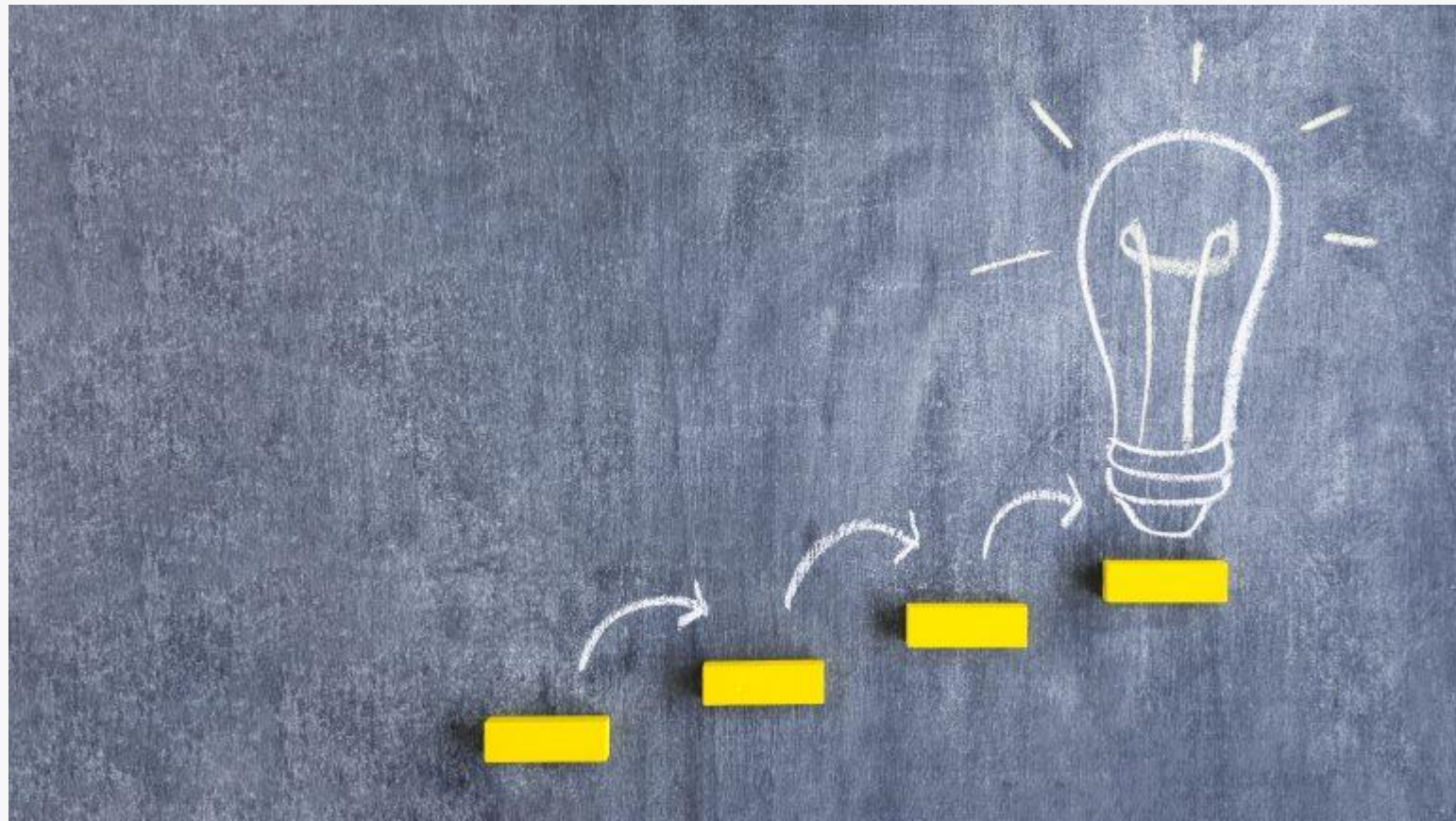
- Title
- Project Scope / Objectives
- Team Members
- What is Lean?
- What is Value Stream Mapping?
- Process for Value Stream Mapping
- Current State
 - Current State Map
 - Brown Paper
 - Sample of Observations / Delays / Data Collected
 - Lead-time vs. Process Time Pie Chart
 - Note – This portion you want to tell a story?
- Observations / Delays / Data Gathering
- Lead-time Pie Chart
- Future State
 - Future State Map
- List of Projects
 - Goals and Benefits
- Thank you to....



HOW TO PLAN (+WRITE) A POWERFUL BUSINESS PRESENTATION?

Make Sure You Confirm These Preparation Statements

- List your main ideas.

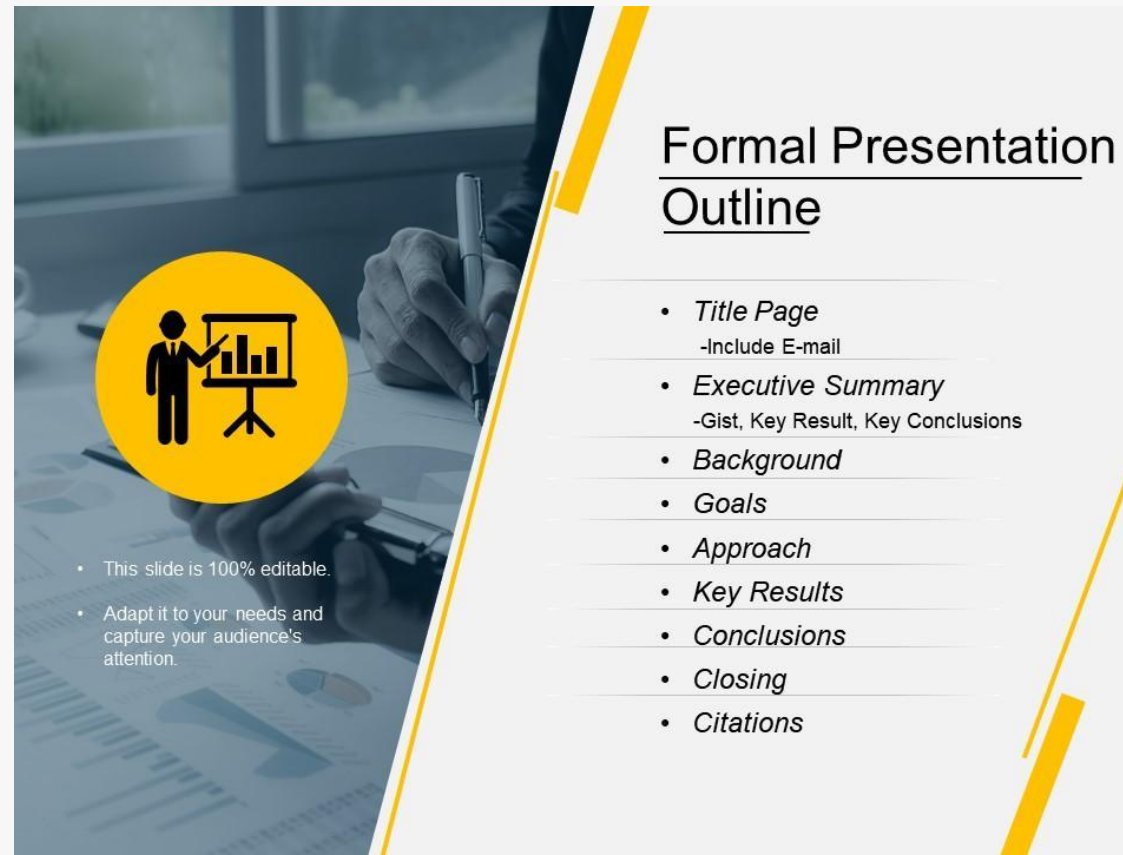




HOW TO PLAN (+WRITE) A POWERFUL BUSINESS PRESENTATION?

Make Sure You Confirm These Preparation Statements

- Create an outline.



Formal Presentation Outline

- *Title Page*
-Include E-mail
- *Executive Summary*
-Gist, Key Result, Key Conclusions
- *Background*
- *Goals*
- *Approach*
- *Key Results*
- *Conclusions*
- *Closing*
- *Citations*

• This slide is 100% editable.

• Adapt it to your needs and capture your audience's attention.



HOW TO PLAN (+WRITE) A POWERFUL BUSINESS PRESENTATION?

Make Sure You Confirm These Preparation Statements

- Write the introduction.

GENERAL: Broad Topic

NARROWING: Context

Climate change caused by humans is having a drastic effect on the world. However, the damage is not only affecting glaciers and rivers. Temperatures are starting to noticeably shift in cities and neighborhoods that have been otherwise consistent for centuries. Addressing the issue may require challenging decisions by individuals who have grown comfortable with their lifestyles and may be unaware of how their choices contribute to climate change. While it has long been convenient to ignore how small changes may have a compounding positive effect on slowing climate change, it is vital to consider the extent to which measures such as eliminating single-use plastics truly provide meaningful help.

SPECIFIC: Thesis Statement



HOW TO DESIGN A CREATIVE PRESENTATION?

HOW TO PLAN (+WRITE) A POWERFUL BUSINESS PRESENTATION?



Make Sure You Confirm These Preparation Statements

I'll use our company template.

I'll download a professional template.

I'll consider hiring a designer to create a template.

HOW TO PLAN (+WRITE) A POWERFUL BUSINESS PRESENTATION?



Make Sure You Confirm These Preparation Statements

Create thumbnails or a storyboard to depict the basic layout.

Choose font types and sizes.

Choose colors that work well together.



HOW TO PLAN (+WRITE) A POWERFUL BUSINESS PRESENTATION?



Make Sure You Confirm These Preparation Statements

Select additional media
(optional).

Select special effects (optional).

Create unique and eye-catching
slide layouts.



Contact us

www.enicbcmmed.eu/projects/mysea

The Lebanese Development Network (LDN)

Jal El Dib, Garden Building

Beirut - Lebanon

P.O.Box: 60-374 Jal El Dib, Lebanon

Tel: +961 4 716 433

Website: www.ldn-lb.org

Email: info@ldn-lb.org

Centro Informazione Educazione allo Sviluppo (CIES) Onlus

Via Merulana 198 - 00185

Rome - Italy

Tel. +39 06 77264636 / +39 06 77264638

Website: <https://www.cies.it/progetti/mysea/>

Emails: mysea.communication@cies.it

mysea.coordination@cies.it

Thank you