





“ 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.





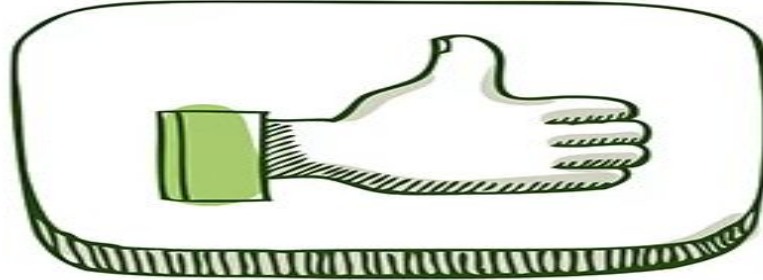
Presentation Skills





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

PowerPoint



Quick, easy & simple

Prepare in advance

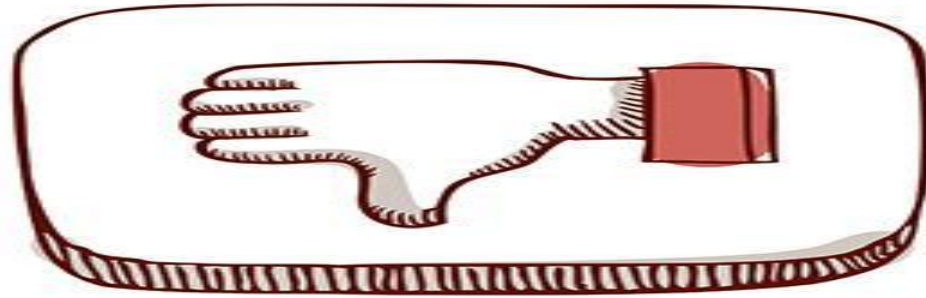
Good for large audience

Can include pictures & graphics easily

Something to look at



PowerPoint



Can be tedious

Not very dynamic

Easy to overload with information

Be careful with animations

Tendency to read word for word



HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

There are two aspects to delivering a good presentation:



The delivery



HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

There are two aspects to delivering a good presentation:



The speaking venue



HOW TO GIVE (DELIVER) GREAT BUSINESS PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaking Venue Checklist

The facility is easy for audience members to find.

There are enough chairs for all the members of your expected audience.





HOW TO GIVE (DELIVER) GREAT BUSINESS PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaking Venue Checklist

Audience members can hear (and see) your presentation regardless of where they're seated.

There are restrooms convenient to the main speaking area.



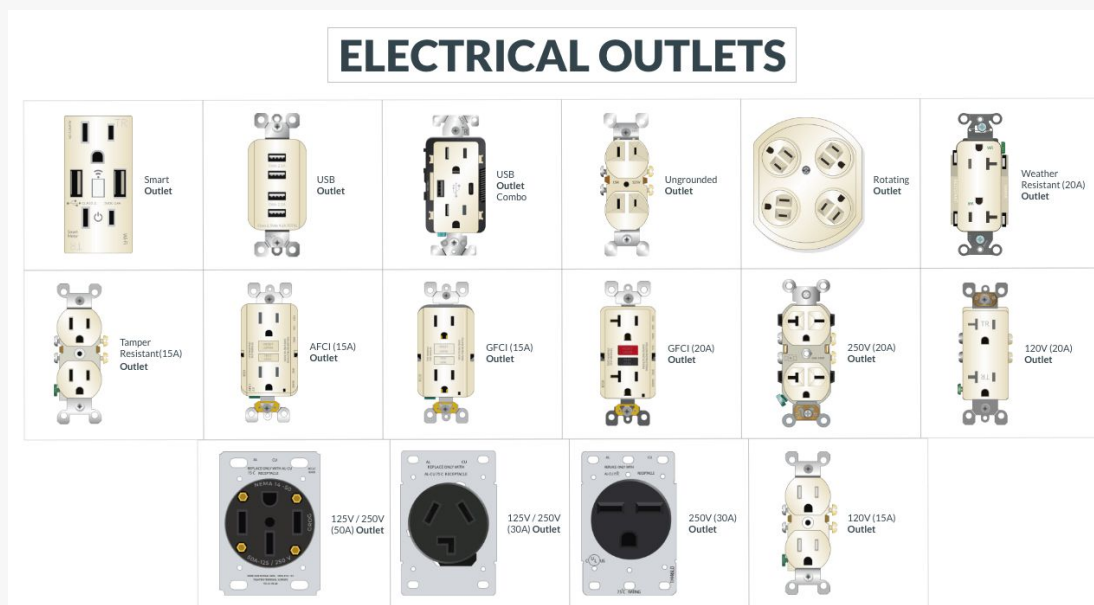


HOW TO GIVE (DELIVER) GREAT BUSINESS PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaking Venue Checklist

Get a specific list of equipment provided by the facility.

Make sure there are enough electrical outlets.





HOW TO GIVE (DELIVER) GREAT BUSINESS PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaking Venue Checklist

The room has a place for you to project your slideshow (either a screen or a blank wall).





HOW TO GIVE (DELIVER) GREAT BUSINESS PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaking Venue Checklist

The room will be heated (or cooled) to a comfortable temperature.





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

My posture is good.





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

My body language is good.





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

I make eye contact.





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

I remember to smile.





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

The volume of my voice is audible.

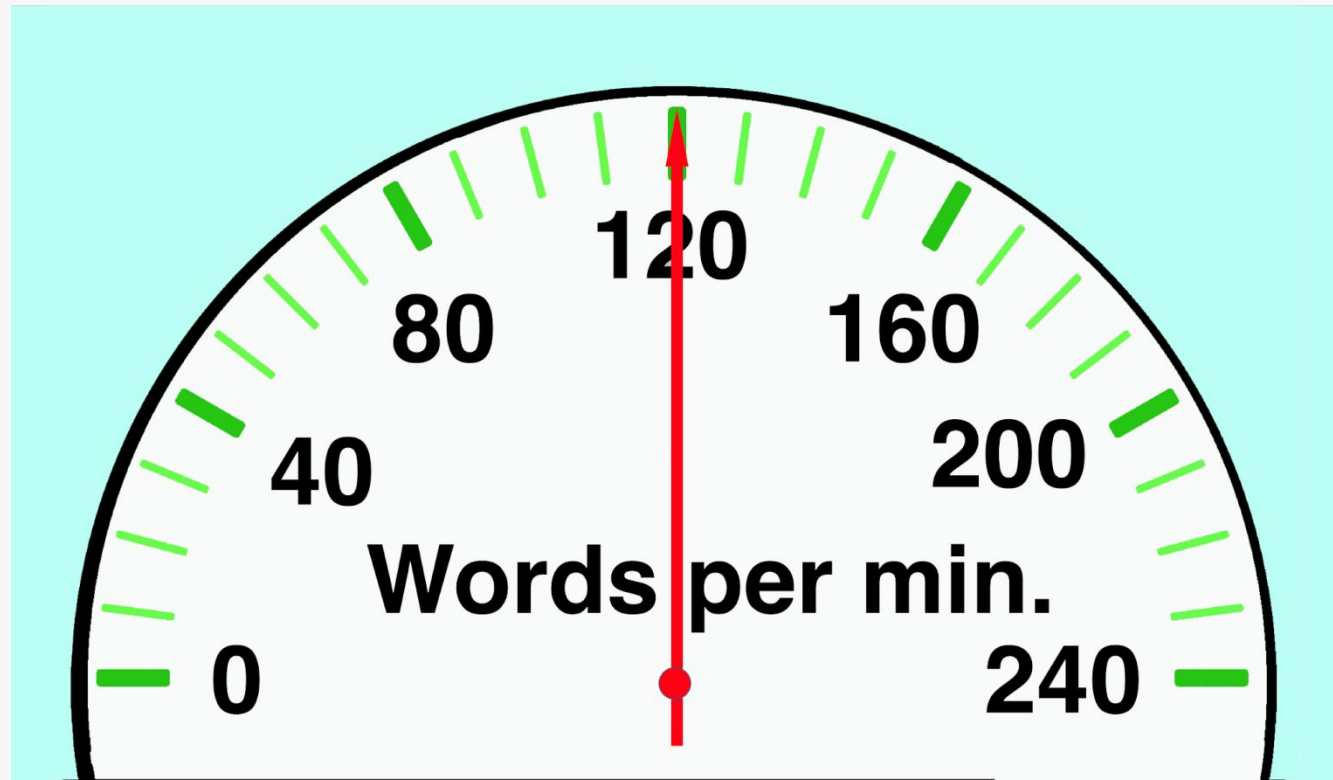




HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

I'm not speaking too quickly.

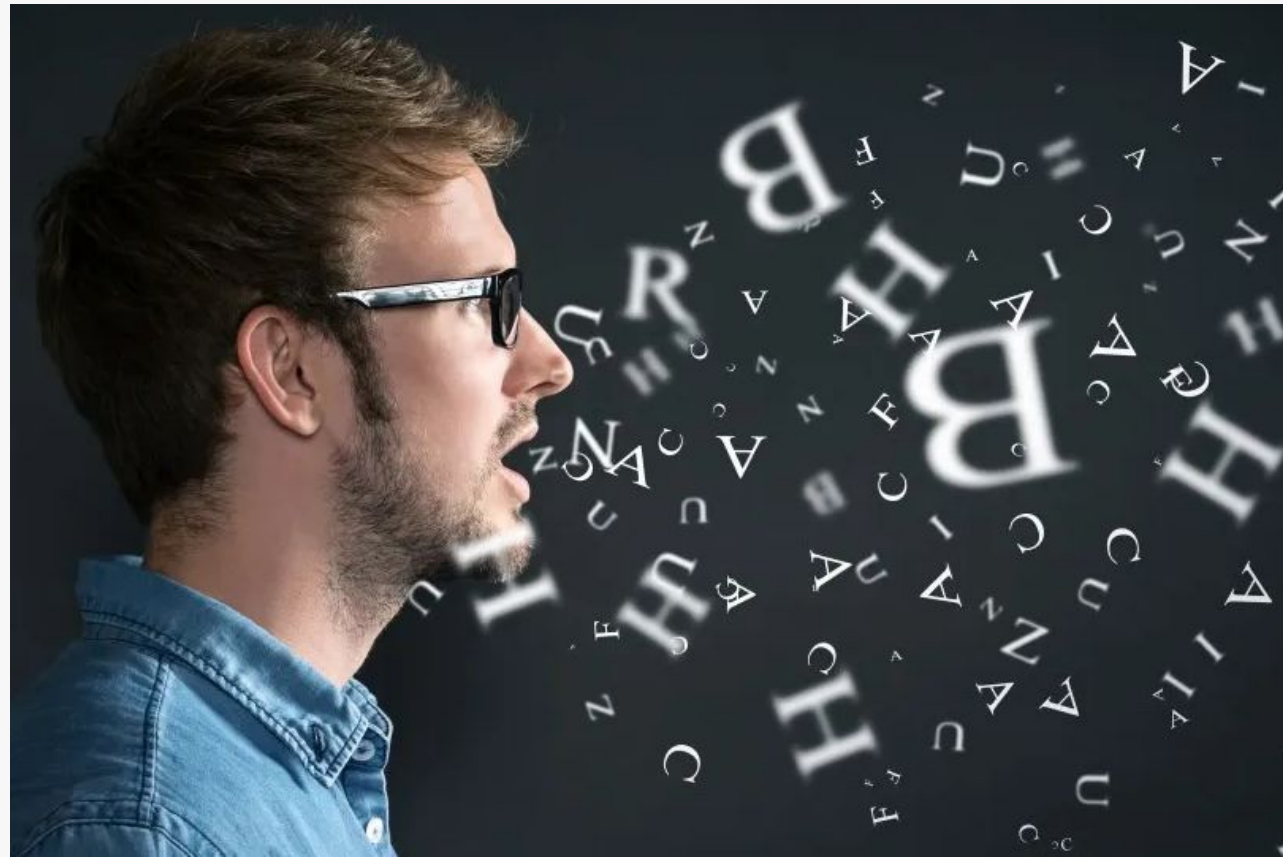




HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

I'm not mumbling.





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

My delivery isn't monotone.





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

My presentation includes a relatable story.





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

- **Why Storytelling?**

- A good narrative engages the deeper parts of our brains, and elicits an emotional response in your audience, which allows people to connect better with your message, meaning they are more likely to be convinced by what you're offering.





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

- Stories aren't just the result of the situations life offers us, though; **photos** can provide **excellent jumping-off points for storytelling** – they **evoke memories and inspire creativity**.





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

- **Structuring your story:**

1. Initial situation

- Start your story by setting out the initial situation. This is where your audience learns about the **background** of the story as well as getting to know the **people involved** and their **needs and goals**.





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

- **Structuring your story:**

2. Narrative

- This can be a problem that crops up or a mission that needs to be successfully completed. Obstacles need to be overcome in order to triumph. (The human brain really responds to such situations, and can't help but engage.)





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

- **Structuring your story:**

3. Finale

- Your story needs a definite conclusion: **triumph** awaits or, indeed, **disaster!** You can leverage either of these in your narrative to emphasize your points.





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

- ***Experiments at Stanford University have shown that we remember stories over twenty times better than facts and that they can be marketed at least twice as successfully.***





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

- **A Story is only as good as the Person telling it**
- When using storytelling in presentations, keep your own role in mind. Your own motivation and experience qualify you to tell the stories you do, and by doing so you make yourself credible and trustworthy.
- In order to maintain credibility, you need a certain amount of passion. Stand behind your story and express that energy during your presentation.





HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Practice Checklist

- **Accentuate Your Storytelling Presentation with Moving Images**
- **Use interesting infographics, animated graphics and dynamic video** will breathe life into your presentation.





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Thank you