





“ 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





Speech Preparation



Speech Preparation

- **Clear:**

Avoid Jargons to keep the audience interested!



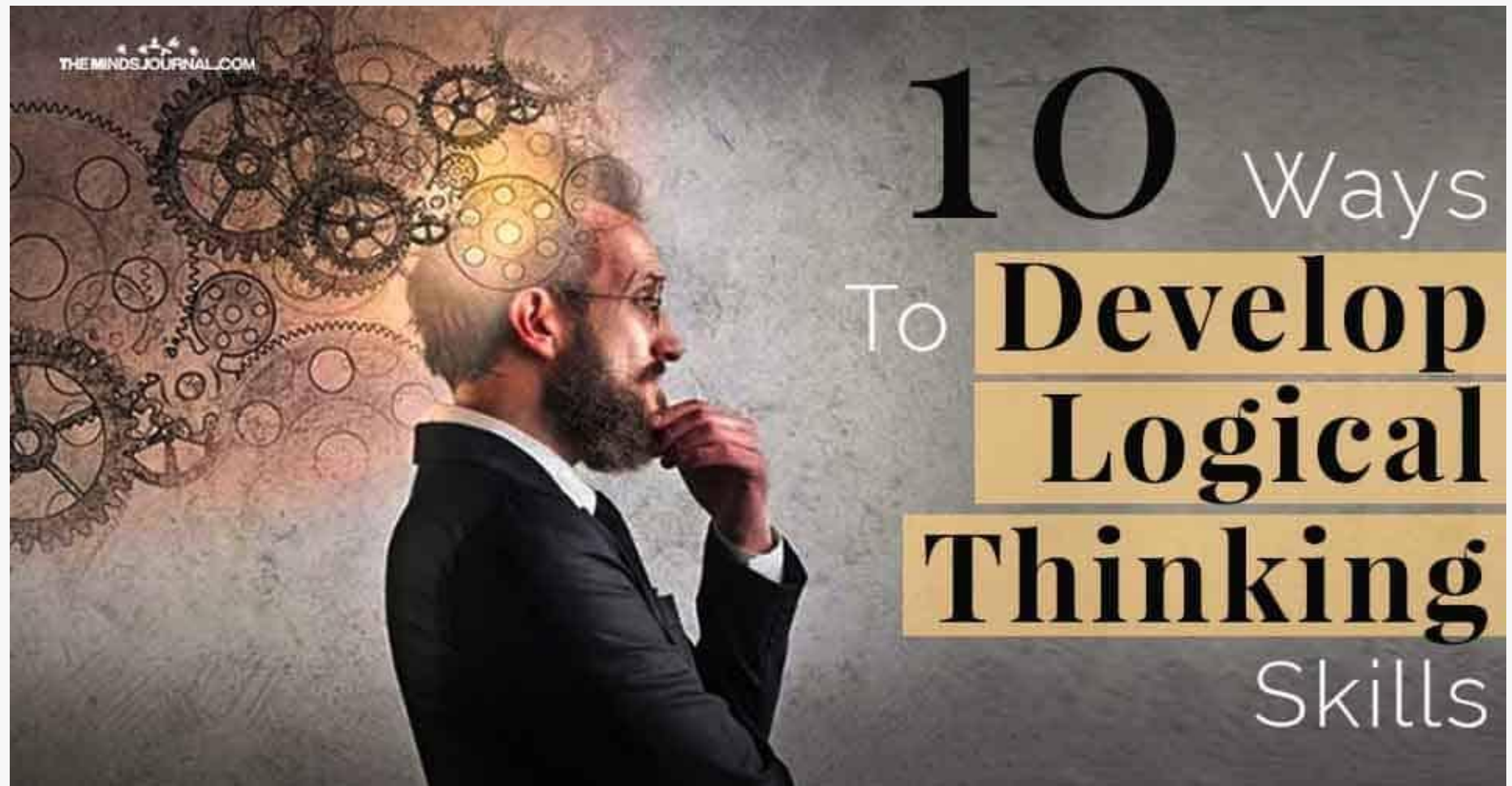
JAR·GON

n. special words or expressions that are used by a particular profession or group and are difficult for others to understand

Speech Preparation

- **Logical:**

Do not burden with irrelevant data





Speech Preparation

- **Logical:**

Logical thinking can be defined as **observing** and **evaluating** a situation to find out a logical **solution** to a probable problem.





Speech Preparation

- **Logical:**

You can **sharpen** and **develop** logical thinking by utilizing your logical reasoning skills and using available **facts** to overcome a problem in your life.



•Logical:

Logical thinking is based on concepts, judgments, and reasoning and primarily involves **induction & deduction, analysis & synthesis** and varies from the **abstract** to the **concrete**.

Let's see 3 ways to **develop your logical thinking**

Summary	Synthesis
recalling the author's most important ideas from the text in order ----- <ul style="list-style-type: none">• Readers gather the most important pieces of information from the text• Readers only use information in the text for form their summaries• Readers tell important information in the order they appear in the text <u>related words</u> : retells, restates, paraphrases	a reader's ongoing, ever-changing understanding of a text ----- <ul style="list-style-type: none">• Readers increase their knowledge (have a new, deeper, or changed understanding of an idea) by forming syntheses• Readers go beyond the text for form syntheses <u>related words</u> : evolves, changes, integrates, combines



Speech Preparation

- **Logical:**

- 1. Use psychological distance**

Psychological distance refers to a cognitive separation that is created between you and other crucial elements like a person, an event or a certain problem.

According to Construal-Level Theory (CLT) of Psychological Distance, the further an object is from you, the more you will think about it in a more abstract way.





Speech Preparation

- **Logical:**

- 1. Use psychological distance**

- Temporal distance
- Spatial distance
- Social distance
- Hypothetical distance
- Informational distance
- Experiential distance
- Affective distance





Speech Preparation

- **Logical:**

1. **Use psychological distance**

- **When you increase the distance between you and your problem on a mental and hypothetical level, you can think about more productive and creative solutions.**
- **Psychological distance allows us to think abstractly and access unrelated connections and unexpected concepts which increases our logical reasoning abilities.**





Speech Preparation

- **Logical:**

2. Think strategically

- **Strategic thinking** can help you find solutions to various problems related to your career and personal life.
- Here are a few habits you can develop to start thinking strategically





Speech Preparation

- **Logical:**

- **2. Think strategically**

- Interpreting (look for patterns)
- Critical thinking (ask questions)
- Anticipating (think about the future)
- Deciding (reach conclusions)
- Learning (study mistakes)
- Playing (strategic games)
- Practicing (developing strategies)





Speech Preparation

- **Logical:**
- **3. Read and solve mysteries**
- If you want to develop logical thinking, then reading detective novels and crime stories are one of the most effective and enjoyable ways to do it. If you are not a fan of reading, then you can watch mystery movies, TV shows, or real-life documentaries as well.
- **And to gain that detective-like edge, try to solve the mystery before the protagonist does.**



Speech Preparation

- **Objective:**

Only pertinent information , Limitations,
Recommendations.





Speaker Preparation Checklist (Day of Speech)



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

Speaker Preparation Checklist (Day of Speech)

I've practiced the material.

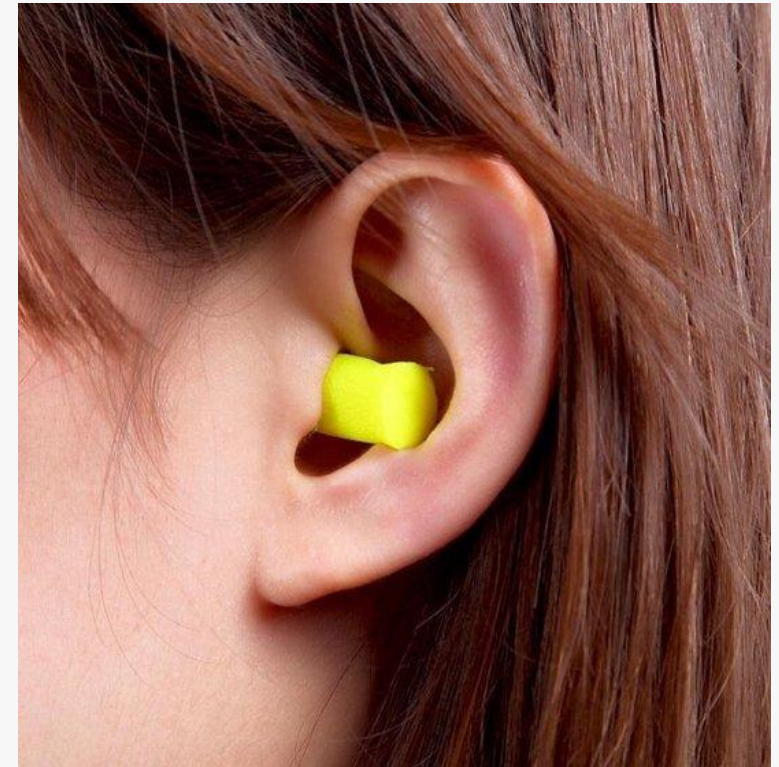




HOW TO GIVE (DELIVER) GREAT BUSINESS PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Preparation Checklist (Day of Speech)

I'm well rested.





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

Speaker Preparation Checklist (Day of Speech)

I've eaten recently.





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

Speaker Preparation Checklist (Day of Speech)

My clothing is professional & comfortable.

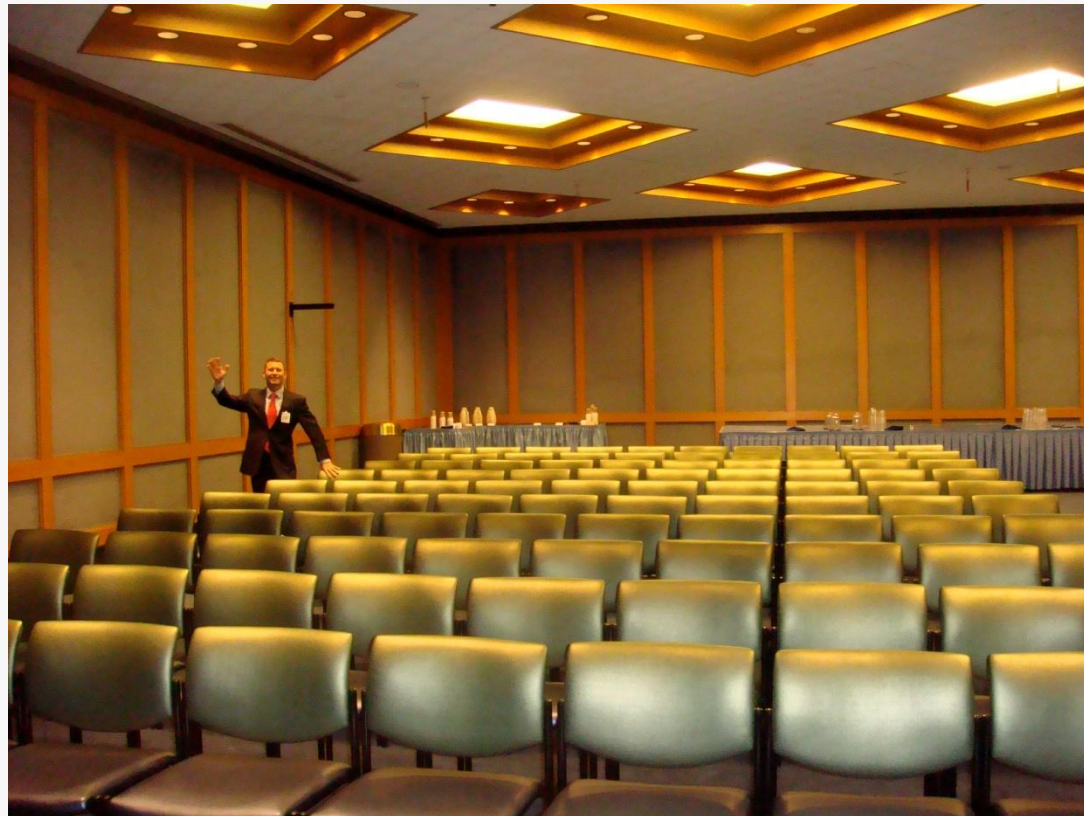




HOW TO GIVE (DELIVER) GREAT BUSINESS PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

Speaker Preparation Checklist (Day of Speech)

I arrived at the facility early.





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

Speaker Preparation Checklist (Day of Speech)

I tested all the equipment.





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

Speaker Preparation Checklist (Day of Speech)

I imagine a successful outcome to my presentation.





CREATIVE IDEAS THAT'LL ADD EXTRA VALUE TO ANY BUSINESS PRESENTATION

Speaker Preparation Checklist (Day of Speech)

I'll engage the audience with a Q&A session.





CREATIVE IDEAS THAT'LL ADD EXTRA VALUE TO ANY BUSINESS PRESENTATION

Speaker Preparation Checklist (Day of Speech)

My slides include compelling image(s).





CREATIVE IDEAS THAT'LL ADD EXTRA VALUE TO ANY BUSINESS PRESENTATION

Speaker Preparation Checklist (Day of Speech)

I've made use of multimedia such as videos or animation.





The Bottom Line Is:

Most talks go according to plan.

But, you must actually plan unless you are very experienced.

You have the support of your audience.

Most common mistakes are avoidable.

The world won't end if it does go wrong – just correct yourself and carry on.





The Bottom Line Is:

“LEADERS ARE NOT BORN, THEY ARE MADE”

“SPEAKERS ARE NOT BORN, THEY ARE MADE”

“MANY SKILLS COULD BE LEARNED”





Presentation Planning for

three

SET THE SCOPE

What do you need to include in your presentation? What would be nice to include?

What do you hope the audience learns?

Does the scope match your target audience and assignment instructions?

two

PRIORITIZE CONTENT

What is the subject/topic of your presentation? (refer to assignment instructions)

What content is most important to include?

How will you divide your content among group members (if applicable)?

one

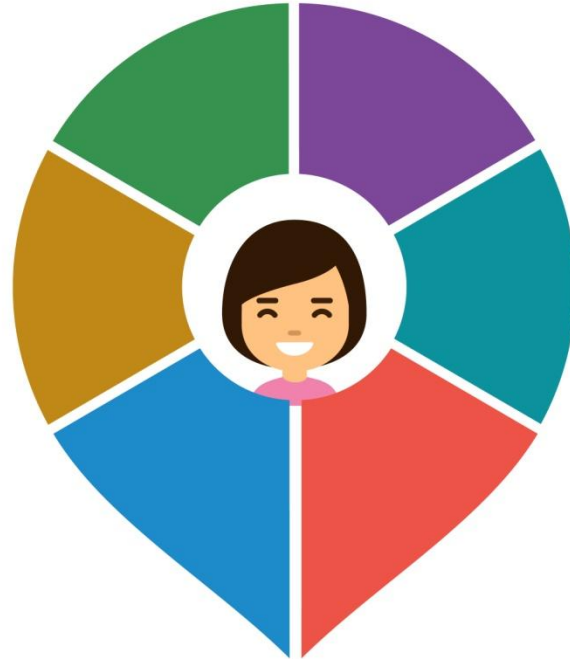
BUILD AN OUTLINE

What is your agenda for the presentation?

Do you have the right amount of content for the amount of time?

Who will be responsible for each part of the presentation?

How will you check-in with group members?



four

PLAN YOUR VISUALS

How will you visually present content to your audience?

Why have you included a visual? How does it help your audience understand or engage with your presentation?

Examples of visuals: PowerPoint, handouts, posters, video, etc.

five

PRACTICE!

Have you practiced your presentation? (individually and/or as a group)

Have you timed yourself/group?

Have you thought about potential questions from your audience?

six

DEBRIEF

How did the presentation go?

What worked well? What didn't? (Discuss with your group!)

Did you take the time to review feedback from your instructor?

Name(s):	Course:	Materials Required: <input type="checkbox"/> Laptop <input type="checkbox"/> Projector cords <input type="checkbox"/> Cue cards/ Presentation notes <input type="checkbox"/> Handouts <input type="checkbox"/> Sticky notes <input type="checkbox"/> Pens/Markers
	Audience:	
	Length of Presentation:	
	Presentation Date:	



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Thank you