

Presentation Skills

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Developing Presentation: 5 steps

- *Know the basics*
- *Develop the content*
- *Create effective visuals*
- *Delivery skills*
- *Final Preparation*

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Questions to ask

- *general information*
- *about the audience*
- *logistics*

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Design your objectives

- *purpose*
- *method*
- *results*

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Presentation Outline

- **How to organize your presentation**
problem - research - results
problem - results -research
- **Learn to outline**
- **Simple outlines work best**

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Presentation Content

- *determine what you are going to cover*
- *determine the "action"*
- *research*
- *identify appropriate visuals*
- *presentation agenda*

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Organizing Content

- *sticky notes*
- *cards*
- *Power Point Outline View*

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Presentation Delivery (1)

- **How to handle breaks**
plan breaks at strategic points
the time to return is...
vary the lengths of breaks
ask for their input

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Presentation Delivery (2)

- **Types of Closing**
matching close
pyramid close
solution close
future close

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Matching Close

- **Opening** - *define characteristics desired*
- **Body** - *demonstrate characteristics of product/service*
- **Closing** - *how product/service match characteristics*

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Pyramid Close

- **Opening** - *define key points*
- **Body** - *key points in-depth*
- **Closing** - *summarize key points*

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Solution Close

- **Opening** - *define key problem*
- **Body** - *define components of issue*
- **Provide solutions to components**
- **Closing** - *summarize how implementing solutions to components solves overall problem*

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Future Close

- **Opening** - *define current situation*
- **Body** - *outline facts, figures, strategy options for the future*
- **Closing** - *summarize future predictions based on selected strategy*

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Bad Delivery Habits

- *'filler' words*
- *annoying movements*
- *too many gestures*
- *screaming clothing*
- *misspelled words*
- *turning your back*

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Top Ten Mistakes

- *no presentation objectives*
- *poor visual aids*
- *ineffective close*
- *mediocre first impression*
- *no preparation*
- *lack of enthusiasm*
- *weak eye contact*
- *no audience involvement*
- *lack of facial expressions*
- *sticky floor syndrome*


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Keeping your presentation interesting

- *visuals*
- *ditch the podium*
- *use eye contact*
- *focus on your audience*
- *be who you are*
- *you are presenting, not giving the speech*

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What your audience really wants

- *be knowledgeable*
- *be organized*
- *have a clear and simple message*
- *stay focused and succinct*
- *be prepared*
- *give them practical ways to apply your message*

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Resources

- **Presenters Online**
<http://www.presentersonline.com/training/>
- **How to give a good presentation**
http://www.mlanet.org/publications/tool_kit/presentation.html

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