



Powerful Presentations



'Nurturing Talent, Delivering Success'

Overcoming Nervousness

- Breathe
- Practice, Practice, Practice
- Connect with audience
- Focus on the message
- Do some exercises
- Visualisation



S-E-T Formula

- **S**hort answer
- **E**vidence
- **T**ransition



Constructing Presentations

- Plan
- Design
- Write



The Three W's of Planning

- **Why?** Am I giving this presentation / the purpose? Why? Why?
- **What?** What is my key message? What is my vehicle?
- **Who?** Who is my audience?

Make it Enjoyable!



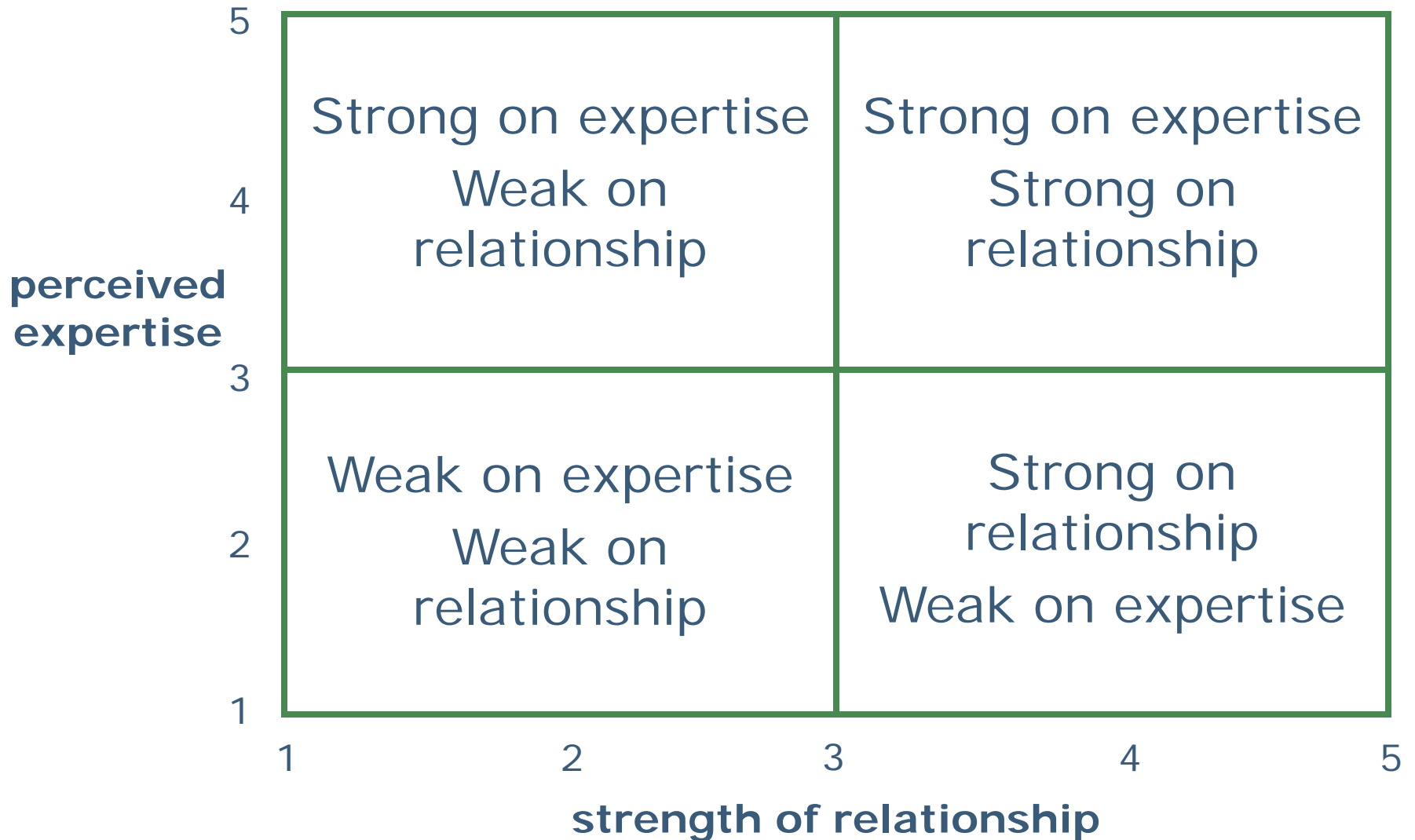
What's in It for Me?

- Who are they?
- What are their needs?
- What knowledge do they have?
- What do you want them to know, do, or feel?



How could I offend them if I really wanted to?

Credibility



Parts of the Presentation

- Opening
- Body
- Closing
- 2nd Closing



Dress Sense

- Avoid Black & White
- Nothing Loud
- Be comfortable, don't buy anything new!
- Dress one step up from your audience
- Check Zips & Button before starting

Body Language

- No manual props
- No loose change
- Verbal 'tics'
- Watch out for furniture
- Avoid closed or tense body positions
- Pacing and leaning are OK
- Great Eyes & 'Light House' (The Monkey)
- Don't read your notes



Your Voice

Projection

Articulation

Modulation

Pronunciation

Enunciation

Repetition

Speed



Presentation Support

- **V**isual
- **H**earing
- **F**eeling

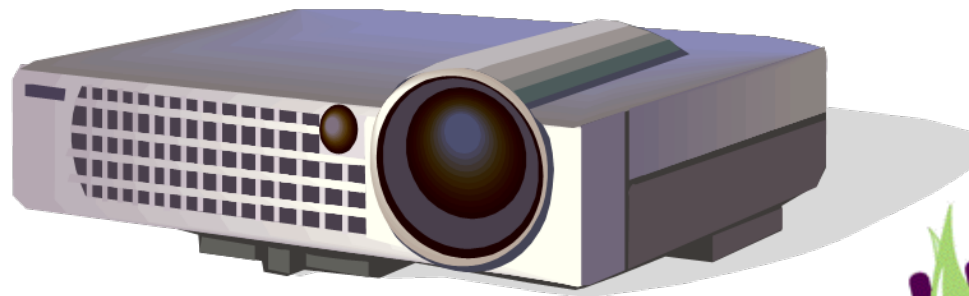


Presentation Aids

- Handouts
- Flipcharts /White Boards & Markers
- PowerPoint
- Videos / DVD/CD
- Overheads
- Props



- **F**rame - Use a standard background
- **L**etters – text 18-48pts – Titles 70-100pts (WHITE)
- **I**mages – At least one image/ logo on each slide/ Animations
- **C**olour – At least one colour plus black
- **KISS** – Keep it short, 1 topic, Seven lines, Seven words



Flip Charts

Write, Turn, Talk, Write...

- Invisible Outlines
- Corner Crib
- Ready – Made
- A-B-C (Attractive, Big & Bold, Capital Key words)
- Graphics

