


Effective Presentations & Public Speaking



A presentation delivered to you on behalf of Anthem EAP

AnthemEAP

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Objectives

- Simple Truths
- Purpose
- Be Prepared
- Know Yourself
- Know Your Audience
- Communication Techniques
- Best Practices

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Simple Truths

Knowledge workers make their living by:

- Analyzing
- Writing
- Speaking

That all-important first impression:

- Appearance
- Speech

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Speaking...

- Can be anxiety-producing
- Is an art
- Is a performance art: skills must be practiced so they become habits

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Mind and Body

- Speaking requires:
- Psychological skills
 - Physical skills
 - Knowledge



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Purpose

- Why are you having this class?
- What facts need to be covered?
- What information will be covered?
- What teaching methods will you use?
- Will you use visual aids?
- Do you want to offer handouts
- How should the room be set up?

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Be Prepared

- Nip nervousness in the bud
- Be knowledgeable
- Be competent
- Be confident
- Distinguish between a speech, a presentation and a facilitation
- Practice, practice, practice!

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The Importance of Rehearsing

- Allows you to feel prepared
- Helps to reduce anxiety/nervousness
- Enhances your confidence
- Helps you understand timing
- Identifies weak points
- Scripts your personal stories

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Know Yourself

- Know yourself first
- What you wear
- Know what you can do
- Know what you cannot do
- Everyone's style is different
- Don't compare yourself to others
- Find your own unique style

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The Presentation

- Start with "why"
- Continue with "what"
- Speak affirmatively: Yes and...
- Match content to your audience
- Limit slide content
- Use pictures and videos, if appropriate

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Know Your Audience



- Who are they?
- How many?
- Anticipate their questions and comments
- Watch your volume and tone
- Check in to see if your style is matching the audience's style

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Communication Techniques

- Verbal
- Vocal
- Visual
- Pauses
- Gestures
- Breathing

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Verbal

- Jargon
- Grammar
- Examples
- Trigger words

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Vocal

- Pace yourself
- Increase volume appropriately
- Let your voice resonate
- Vary your pitch
- Don't rush; pause

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Visual

Stance

- Feet planted
- Body erect

Gestures

- Should appear spontaneous
- Support your message
- Not distract participants

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Pauses

Pauses are important to listeners

- Time to process the previous information
- Opportunity to resynchronize with the presenter's train of thought

Pauses are important to speakers

- Take stock; assess progress
- Regain breath control

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Gestures

- Smile
- Eyes
- Movement
- Arms and hands

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Breathing

Essential for every aspect of presenting

Focus on your breath, even before you present:

- Calms your nerves
- Vocal benefits
- Diaphragm breathing
- Breath control
- Volume
- Pressure

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Handling the Environment of the Room

- Make a good first impression
- Pre-arrange seating so that every seat is a good seat
- Make sure you learn how to use all of the technology
- The room can't be to blame for a bad presentation
- Exude and maintain confidence
- Deal with difficult people, with kindness



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Best Practices

- Be present while presenting
- Be a little funny
- Be a little dramatic
- Be interesting
- Use stories when relevant
- Know pertinent facts and figures
- Maintain eye contact with participants in all areas of the room
- Manage your movement

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Conclusion

- Leave the audience wanting more
- Leave the audience feeling good that they attended the class
- Read the cues of the audience to know when to wrap-up
- Keep it short
- Answer as many questions as possible
- Leave the audience with resources

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