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Manager Lunch & Learn 9/18/2023

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Presentation Tips

How to Impress People by Communicating
with Clarity and Positivity!

Don't abuse your visuals



Be prepared
Look at audience



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Normal to be nervous

Prepare physically



Smile



Make audience laugh



Talk to your audience

Be honest



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Vary inflection

Move around

Watch what you say

Monitor speed

Redirection

Don't bluff

Differentiate yourself



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The 110 Techniques of Communication and Public Speaking

<https://www.youtube.com/watch?v=K0pxo-dS9Hc>

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Presentation Tips

1. Don't abuse your visuals. They are only an accent to your presentation.
 - a. Do not read your notes to the audience.
 - b. Don't read the words on the screen verbatim
 - c. Do not read your handouts to the audience!
2. Be prepared, but don't over-prepare. Be prepared enough to control the content and be passionate about your conclusions, but don't script the wording or the audience will shut down.
3. Look at your audience.
 - a. Maintain eye contact with many of those in the audience.
 - b. Three seconds of silent eye contact can create a dramatic connection with the audience!
 - c. In a large group, talk to those in the back of the room and everyone will think you're talking to them. Create rapport with those farthest away from you.
4. If you're nervous, think of your audience as:
 - a. A group of 3rd graders.
 - b. A group of naked idiots.

Everyone gets nervous when standing in front of a group. Comedian Robin Williams says that he still gets nervous every time he is about to go on stage – "every fluid in my body has an instant need to vacate."
5. Prepare yourself physically. Go to the bathroom beforehand. Bring a beverage. Arrive a few minutes early and take control of the environment – turn the lights on and off, boot up the PC, distribute handouts, pick up paper on the floor, etc.
6. Smile. Smile more. Smile even when you know that you're not presenting at your best.
 - a. When someone smiles, the others in the room are likely to smile.
 - b. Smile some more.
7. Make them laugh.
 - a. Laughter keeps the audience alert.
 - b. The best jokes are on ourselves. Self-deprecation genders endearment.
8. Talk to your audience, not at them. Use facial expressions that indicate you still have some unanswered questions and are looking for some answers.
9. Be honest. If you're not an expert, it is ok to indicate so, but only one time.
 - a. No one trusts or respects someone that isn't honest.
 - b. Self-diminishment (once) is endearing and breeds empathy and engagement.
 - c. This works very well in internal discussions, but looks unprofessional with clients.
 - d. Once is enough. No one likes to hear repetitive apologies. At times, you must show confidence and passion!

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Presentation Exercise 😊

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