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Member

Webindr

Presentations – Inspire, Influence and Inform. 10am





Olivia Roche DCM Trainer

About Me

Training Consultant since 2014 olivia@dcmlearning.ie





Agenda



- Know Your Audience
- Deliver with Confidence
- Integrating Stories into Presentations
- Practice Makes Perfect





Takeaway Toolkit for Successful Presentations

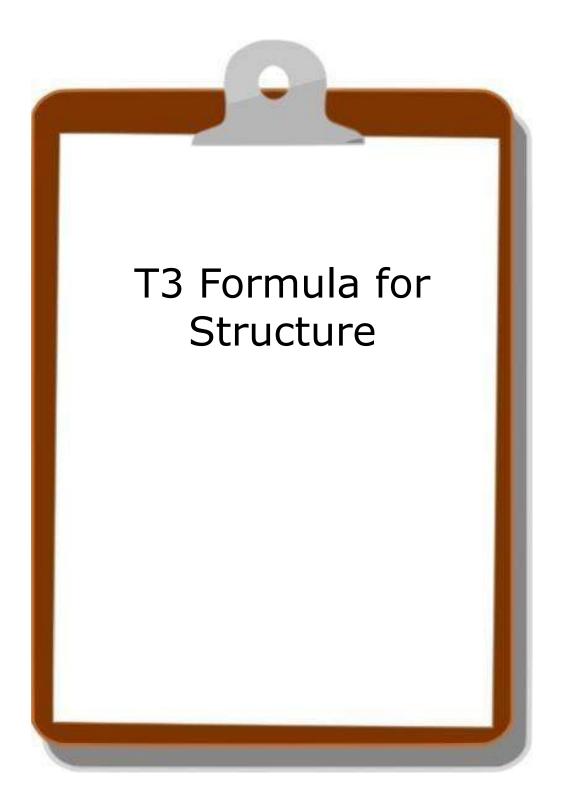
- Delivery schedule
- Basic Formula for structure
- Essential communication skills for effective delivery
- Involving your audience



Aim & Objectives

- Must always be defined for effective presenting
- Forms a framework for your presentation
- Keeps you focused on your purpose
- When editing and proofreading ensure that content feeds into these – did you achieve your aim and/or objectives?





Structure Your Presentation for Impact: T3

T1 – Tell them what you're going to tell them (Purpose, WIIFT, Attention grabber, Agenda)

T2 – Then tell them (Keep to your points)

T3 – Then tell them what you told them (Signal coming to the end, summary of agenda items, Q&A, end on a memmorable note)





By the end of this 10 minute Presentation I want my audience to...

- Understand the simplicity of the T3 formula and the benefits to using it when presenting
- Know what should be included during your Tl

1.30mins/A

2mins

Understand the importance of effectively concluding a presentation

Time	Topic	Content	Audience engagement	Resource Needed
1.30imin	Introduction	Presenter intro Question to the audience Fun Fact Agenda items	Reflecting on question	Slide 1, 2 & 3
2min	The T3 Formula	Explain each stage	Reflect on news broadcast	Slide 4

audience

Benefits to presenter and

Example of news broadcast

Assess the list and self assess Flip chart

Tell Them what you're going List of what to include; to tell them - T1

attention grabbing, time, objectives/aims/agenda items Short exercise

ending on a memorable

N/A

Asking questions

Slide 5

Slide 6

3 mins Intro, warmth and credibility,

Importance of a smooth

close when presenting

Close and thanks

Summary as a reminder. Helpful for any actions,

Summary of agenda items.

Ask audience if they have

note, courteous.



Stories for engagement

People:

- Can't resist a story
- Are wired to remember stories
- Relate the message to themselves more easily
- Remember images more easily than words



Stories for engagement

Stories should be true...

...relevant to the presentation

...and not overused

Ideally a story should allow the audience to see the practical outcome of

doing something a certain way







Public figure	Characteristics	Resource if applicable
1. Amy Cuddy	- Storyteller - Soft tone - impactful pauses	- Ted Taks video – Fake it until you become it



Acute Stress



- Fight, flight, freeze reaction!
- Quick, shallow breathing
- Increased heart rate and blood pressure
- Muscles tense for action
- Sweat glands activate
- Not ideal for presenting!



Acute Stress



- Stress is natural, helpful
- Fades as presenting becomes 'normal'
- Tips to reduce stress
- Tips to avoid triggering it

Avoid Triggering Stress



- Prepare, prepare, prepare!
- Unexpected events stress us out
- Know your topic including common questions
- Know your timings not running out of time or material
- Know your technology most common source of issues
- Know your venue don't make assumptions, get there early

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Reducing Acute Stress

- Take a walk!
- Slow, deep breaths (before and for pauses during)
- Hold a hot drink
- Ground your feet
- Give your hands an anchor pointer, clicker
- Be well rested and watch your coffee intake



Manage your Voice

- **Tone:** conversational. Be yourself!
- Pacing: slower than normal
- Pauses, silences for impact, questions
- Projection: head up, standing
- Skill! Takes practice





Manage your Voice

- Test the room before presentation
- Mixed methods learning: constant talking strains your voice
- Crutch words: em, ah, right, so...
- Preparation!





Manage your Body Language

- Closed body language: folded arms, clasped hands, lack of eye contact, foot orientation
- Open body language: hands open, expressive. Facing learners and orienting towards speaking learners

- Eyes: moving regularly between learners, paying attention
- Be visible to everybody

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Manage your Body Language

- Fidgeting, rocking, swaying nerves
- Use the space available to you seating arrangements
- Ensure learners can see and hear you and any slides/props
- Dress comfortably!





Recap



- Know Your Audience
- Deliver with Confidence
- Integrating Stories into Presentations
- Practice Makes Perfect







QUESTIONS & ANSWERS?

Ask Away.

ruth@dcmlearning.ie

olivia@dcmlearning.ie

01 524 1338