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What Makes an Amazing Presentation?

Facilitator, Writer, Relayer, Timekeeper (5 min)

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Agenda

- Prepare your presentation
- Connect with your audience
- Show confidence
- Overcome nervousness and fear
- Convince with your voice
- Command with your body
- Keep their attention
- Manage media impact
- Control the pace
- Handle questions
- Minimize distractions
- Close to applause

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Agenda

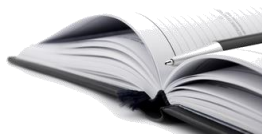
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Prepare Your Presentation

- Create an irresistible menu
- Prepare your notes
- Practice effectively



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OK Agenda

- Can staffing provide solutions to challenges facing key administrators?
- Are these “risky” assets?
- Review the faculty “Value Proposition” for your department.
- Examples of student opportunity.
- Staff approaches and discussion points.

Better Agenda

- Expand your staff services
- Lower your loan risk
- Mine existing relationships
- Meet your students’ needs
- Get a supportive partner



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Connect With Your Audience

- Get them to trust you
- Get them to believe you
- Get them to listen to you



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Show Confidence

- Use confident language
- Speak in a confident voice
- Use your physical presence



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Overcome Nervousness And Fear

- Make comfortable small talk
- Get the audience talking
- Eliminate your nervous habits

"Always behave like a duck -- keep calm and unruffled on the surface but paddle like the devil underneath."

-- Jacob Braude



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Make Comfortable Small Talk

Step 1: Exchange/Use their names

- "Hi, I'm Jason. What's your name? Nice to meet you Joe."
- "Good morning Joe."

Step 2: Get them to talk

Ask prompting questions

- "What do you think about the conference?"
- "What's your role?"

Ask furthering questions

- "How are things going?"
- "Tell me about that."

Paraphrase

- "Sounds like <xyz>, is that right?"

Step 3: Meet their needs

Find out what they want

- "What's the #1 thing you'd like to get out of this session?"

Give them a resource

- "We're going to talk about that at 2:00."

Step 4: Close the conversation

- "Nice to meet you Joe. Enjoy the conference."




Throughout all of the following: Sit if they sit; Stand if they stand; Maintain 70% eye contact.



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Twelve Signs That You Are Nervous


- Shifting weight
- Crossing and uncrossing arms and (when seated) legs
- Rubbing hands, arms, etc
- Covering or touching face
- Loosening collar
- Overusing the mouse
- Blinking excessively
- Laughing inappropriately
- Widening eyes for no reason
- Raising eyebrows for no reason
- Smirking open mouth
- FEAR



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 Vary Your Norm To Create An Effect

Desired Effect	Pace	Volume	Inflection
Build enthusiasm and excitement	Even or slightly faster	Up	Up
Stress importance	Slower. Pause at end of sentence	Down	Up
Contrast two ideas or things	Varying	Varying	Up and then down
Reengage the distracted	Varying: slow down/speed up Pause	Up and down	Up and then down
Show urgency	Varying	Varying	Down
Appear credible and knowledgeable	Pause	Moderate, resonant voice	Up and then down

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Steps To Practice Your Tone

1. Record and then transcribe one minute of your presentation.
2. Circle each key word and decide what effect you want.
3. Practice changing volume, pace and inflection in an exaggerated way to get that feeling across.
4. Repeat the process with a second word, and then a third and a fourth and so on.
5. When you're all done, reread the paragraph.



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Command With Your Body

- Take a strong stance
- Move purposefully
- Master eye contact



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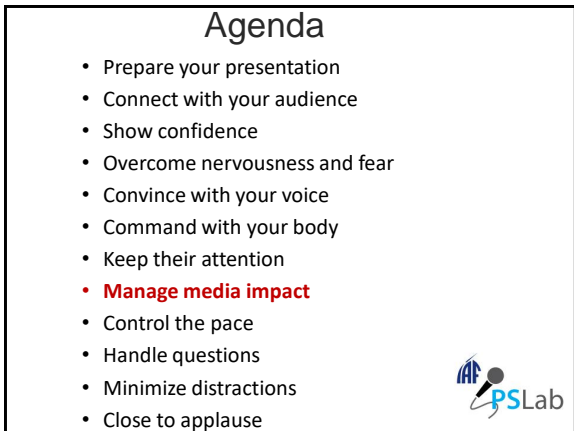
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Test for readability

- No strong/complex images behind the text
- At the same time, not only text (*BO*-ring!)
- Have good light/dark distinctions between the text and the background
- Fonts: no smaller than 24 points



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Helpful slide title goes here

- Don't over-animate.
- Remember that when you reveal each bullet, You treat your audience like children
- By hiding the big picture from them.
- They're grownups. Let them scan.
- Oh, and don't put too much on a slide.
- Also, don't pack too much text into a bullet. The slide should have very brief notes to remind you what you want to say. If the bullet is multiple sentences (or even one long one) you're packing in too much. Six words to a bullet is a good guideline. The slide should be a framework for your content, not the entirety of your content.
- Don't read the slide. Most attendees have mastered reading.
- I guess that's all.
- Oh wait, no it's not. Just kidding.
- See? Aren't animations fun? I'm in control of you.
- And you can't guess *when this infernal slide will end.*



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Tips for Presenting

- Pace
- Nice to establish credibility and rapport
- Don't read slides
- How to create PowerPoint



10/16/2019


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Anthropology

- Definition-the science that deals with the origins, physical and cultural development, biological characteristics, and social customs and beliefs of humankind.
- What we are talking about today- biological characteristics
- Specifically evolution and variation results
- There are other factors that influence natural and sociological environments.



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Control The Pace

- Create a timetable
- Direct the questions
- Adjust as you go




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Say More With Less


Convert This:
 “You’ll notice we actually have a picture of the key landmarks...as we mentioned, the landmarks have a description type...what I create in my supervisor routine is going to display here as a description type in the landmark. This is one place where the description type is going to show up, in the landmark survey.”

To This:
 “Take a look at this picture. *(Pause)* Do you see the landmark survey? *(Pause)* That’s where the description type shows up.” *(Pause)*

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Handle Questions

- Field questions
- Respond to questions
- Conclude questions



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The Quick Sheet to Answer Questions

Step 1: Paraphrase

- “Sounds like you’re asking...is that right?”

Throughout all of the following, maintain a neutral/calm tone; stand still with hands to sides; look at asker.

Step 2: Thank the asker

- “Thanks for bringing that up.”

Step 3: Handle the question

Give a good answer

- “Did everybody hear that question”; Answer question

Say “I don’t know”

- “I have a few thoughts on that, but I want to make sure I get you the exact answer you’re looking for. Go ahead and write that down.” ...I’ll have an answer for you by the end of the session.”

Postpone the question

- “Go ahead and write that down. *(You write it down also)* Let’s talk about that at 4:30 for you & anyone else who would like to join”

Step 4: Show you met the need

- “Does that sound ok?” (if you didn’t answer it)
- “Does that answer your question?” (if you did answer it)



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PS Lab Handle Disruptions & Negativity			
Audience Member	Characteristics	Likely Goal	Steps to Manage
Talk Hog Experts, Know-it-alls, Talk Learner	Interrupts by jumping in with questions, comment at inappropriate times	Attention, Power	<ul style="list-style-type: none"> Reward the positives Show caring non-verbals Draw on knowledge Redirect with rewards
Distractions Inefficient	Not paying attention & then sharing unrelated, unproductive comments	Avoid discouragement	<ul style="list-style-type: none"> Show what's in it for me Ask engaging questions Assign a role
Fault Finder Griper, Heckler, Complainer	Intent on pushing their own agenda; expresses concern; red light many points; "Yeah but..."	Power	<ul style="list-style-type: none"> Establish ground rules Use a parking lot Turn issue back to them Avoid enabling
Resenter	Feel like a prisoner; rude or insulting; emotions prevent learning	Revenge	<ul style="list-style-type: none"> Sidestep power struggles Look "under the water" Re-establish relationship Use logical consequences

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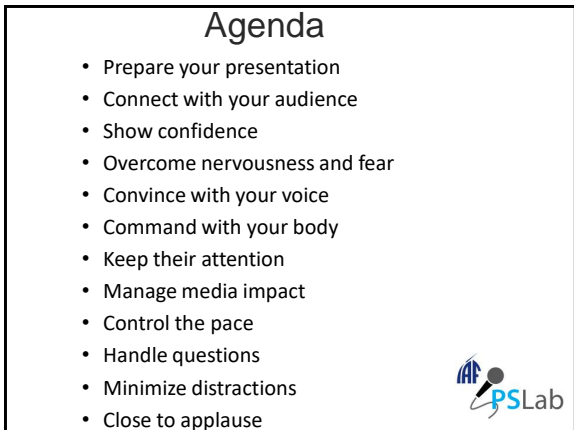


Close To Applause

- Show it was worth their while
- Address remaining questions
- Part with warm closing words

PS Lab

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PS Lab

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Thank You!
Jason@RuletheRoom.com

IAC PS Lab

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