What Makes an Amazing Presentation?
Facilitator, Writer, Relayer, Timekeeper (5 min)

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

©2019 Rule the Room Public Speaking: All rights reserved. PS Lab with Jason Teteak
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

Prepare Your Presentation

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

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
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

---

Connect With Your Audience

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

---

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
Show Confidence

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

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

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
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."

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

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
Convince With Your Voice

Choose your words wisely
Master pace, volume and inflection
Practice your tone

Vary Your Norm To Create An Effect

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

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.
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

Command With Your Body

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

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
Keep Their Attention...

- Solve Mysteries
- Ask them to agree
- Ask the right questions

---

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

---

Manage Media Impact

- Give them a map
- Keep the focus on you
- Display what you can’t say
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

Connect With Your Audience
- Get them to trust you
- Get them to believe you
- Get them to listen to you

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
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.

Tips for Presenting

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

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.
Vary Your Norm To Create An Effect

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

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.”

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
Control The Pace

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

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)

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
Handle Questions

- Field questions
- Respond to questions
- Conclude questions

The Quick Sheet to Answer Questions

**Step 1: Paraphrase**
- "Sounds like you’re asking...is that right?"

**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)

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
Minimize Distractions

- Stop Interruptions
- Handle negativity
- Manage Inattention

Handle Disruptions & Negativity

<table>
<thead>
<tr>
<th>Audience Member</th>
<th>Characteristics</th>
<th>Likely Goal</th>
<th>Steps to Manage</th>
</tr>
</thead>
</table>
| Talk Hog Experts, Know-it-alls, Talk Learner | Interrupts by jumping in with questions, comment at inappropriate times | Attention, Power | Reward the positives  
  • Show caring non-verbals  
  • Draw on knowledge  
  • Redirect with rewards |
| Distracted Inefficient | Not paying attention & then sharing unrelated, unproductive comments | Avoid discouragement | 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 | 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 | Sidestep power struggles  
  • Look “under the water”  
  • Re-establish relationship  
  • Use logical consequences |

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
Close to Applause

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

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

Thank You!

Jason@RuletheRoom.com