PATHWAY: A JOURNEY TO LEADERSHIP
MODULE I: SESSION II
PRESENTATION SKILLS
OBJECTIVES

This session is designed to help you:

• Understand why people do presentations
• Create effective presentations
• Present the topic
• Understand dos and don’ts of presenting
**What is a Presentation?**

It is the process of presenting the content of a topic to an audience. It can be adapted to various speaking engagements (talking to a group, a meeting, briefing the team, etc.)

It generally utilizes forms of visual aid and/or PowerPoint files that contain slides for a given speech.
WHAT IS A PRESENTATION?

The goal of a presentation should be:

- Transferring information
- Communicating views
- Influencing another minds
- Making sure your message is understood, remembered and acted upon
On the flip chart, what would you consider to be your strengths and weaknesses regarding presentations.
What is a Presentation?

Your presentation is not the PowerPoint, you are the presentation!

Your audience should feel captivated, not like they are being held captive!
Now let’s record your presentations!
CREATING AN EFFECTIVE PRESENTATION

There are four basic steps to creating an effective presentation:

1. Plan
2. Prepare
3. Practice
4. Present
Planning means answering these questions:

- Who is your audience?
- Why are they attending?
- What is your goal?
- How long will it be?
- Where will it take place?
When preparing, keep the following things in mind:

- Structure
- Prompts
- Visual Aids
- Voice
- Appearance
- Style
- Questions

ARE YOU PREPARED?
PREPARE

Use the following items to make the content of your presentation:

• Handouts
• Books/Articles
• Visual aids
• Personal Notes
PREPARE- STRUCTURE

- Introduction
  - Grab the audience attention
- Main theme
  - Content should be relevant to topic
- Summary and/or Conclusion
  - Key message
Prompts are words that serve as reminders:

- Short bullet points, key words only
- Put your prompts on your presentation guide or flip chart
- They are for the speaker to remember points
VISUAL AIDS
VISUAL AIDS

• Use simple font, colors and graphs

• Use relevant images and clipart

• Don’t crowd your slides

• New or different visual aids keep people engaged
Your voice should:

- Be louder and clearer than your normal pitch
- Vary in pitch and volume
- Place stronger emphasis on key words
Now watch the following presentation and see if you can identify things the speaker did incorrectly.
APPEARANCE

- Clothes should always look neat
- Wear appropriate attire for important presentations
- Wear comfortable shoes
- Allow yourself to move when speaking
- Look confident
Everyone has their own style, don’t copy others

Use simple hand gestures as you speak

Use appropriate words for the audience

Be yourself and relax
QUESTIONS

• Always write down a list of questions others may ask

• If you are unsure of an answer to a question, do not answer it incorrectly. Let the person know “I am not sure about the answer to your question. I will find out and let you know.”
Practice

- Rehearse all points that you have prepared
- Rehearse with all visual aids and handouts
- Practice more than once to manage time
- Rehearse in front of a mirror or with a friend
• Make a strong start
• Engage the audience in the beginning
• Show your passion through your movements and gestures
• Make eye contact
• Don’t forget to smile
Present the Topic
SUCCESSFUL PRESENTATIONS

• Channel your fear into energy (start with a smile)
• Always be over prepared
• Rehearse and practice multiple times
• Know your subject
• Interact with the audience
UNSUCCESSFUL PRESENTATIONS

- Lack of enthusiasm in speaker
- Speaking to fast
- Lack of practice
- Lack of confidence
- Too much hesitation
- Inappropriate comments
Questions/Conclusion

• Always be prepared for questions
• Allow plenty of time for questions
• If others can’t hear the question, repeat it before answering
• End presentation with a smile and thank you
Dos and Don’ts of Presenting
**Dos in Presentations**

- Learn your material
- Maintain eye contact
- Tell a story
- Have confidence
DON’TS IN PRESENTATIONS

• Read from notes
• Sit down
• Read from the PowerPoint
• Slouch
Today we covered:

• Understanding why people do presentations

• Creating effective presentations

• Presenting the topic

• Understanding dos and don’ts of presenting
Questions / Comments