

language deliver  
Presentation anywhere major use  
small review Active  
visual listening Large  
Communication  
nerves practice  
groups  
two designed  
structure  
Using  
Dealing  
Body  
Interacting  
covers  
group  
skills  
academicians  
day Skills  
questions  
begin practical presentations  
make facilitated components  
Aims  
Plan  
audience  
Course  
Sessions  
interested  
theoretical communication  
front pairs business  
Powerpoint  
aspects  
control

# presentation

## course

## skills

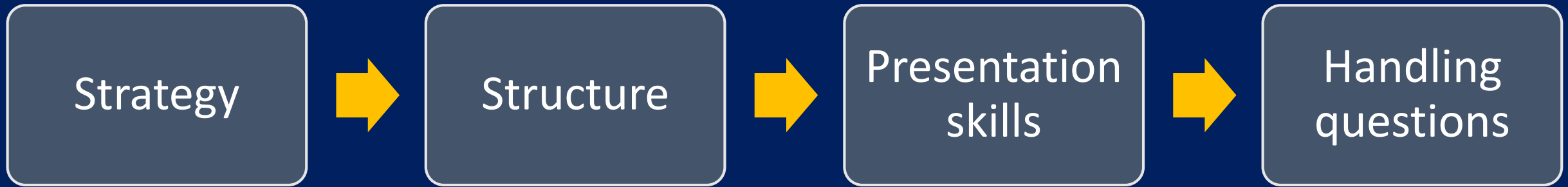
# AGENDA

- What is a presentation?
- Steps to a good and effective presentation
- Anatomy of a presentation
- Checklist
- Activity

What is a presentation ?

The act of presenting - a process of presenting the content of a topic to an audience consisting of one or more persons. Visual aids like power point may be utilised for effectiveness.

# Steps to achieve a good and effective presentation



## Strategy- Formulating a Strategy

- Know the purpose of the communication
- Know the audience and their expectations
- Tailor your presentation according to the audience
- Be concrete, specific, practical and relevant
- Be clear about your objective- to motivate, inform, persuade, teach, etc
- Research on your topic thoroughly

## Structure- Developing a flexible and flowing structure

- Organise your material
- Don't assume the presentation will speak for itself
- Audience might misinterpret in different ways
- Think about how you can hold the attention of the audience
- Think from the audience point of view
- How can you convince the audience

## Few pointers to organise your ideas

- Provide a roadmap or outline
- Organise the body of the presentation logically
- Plan ways to encourage audience participation
- Maintain credibility – discuss pros and cons
- Conclude on a high note
- Include an overall summary and proposed actions
- Incorporate visual aids, graphs, charts etc
- Prepare for contingencies

## Presentation skills

- Presentation style and personal confidence are as important as your content



## Presentation style-

- Intellectual and emotional
- Energy and enthusiasm
- Attention to body language- eye contact, posture, smile, etc
- Voice and tone- slow, loud and clear
- Use humour appropriately
- Be mindful of negative gestures

## Handling questions and challenges

- anticipate questions and prepare responses
- rehearse answers to difficult questions
- obtain additional information
- use questions to strengthen your main points
- ask challenging questions
- ask open ended questions
- do not digress
- be honest, if you don't know the answer, tell them
- control hijackers

## Checklist for effective and successful Presentation

1. Prepare and arrive early
2. Rehearse, rehearse, rehearse
3. Connect with your audience
4. Be positive
5. Start strongly
6. Project confidence
7. Organize your presentation clearly and simply

8. Sound spontaneous, conversational and enthusiastic

9. Use visual aids to aid presentation

10. Present yourself well

11. Cope with stage fright

12. Present the INTENSIFIED YOU-

- BE BIG

- Come alive in the MAGIC CIRCLE

- ENERGY is key

**Any questions??**

It's your turn **to speak**



**CREATE A COMMERCIAL !!!**

Thank You