

Presentation Skills

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***In reality, no one really
wants to listen to your
presentation.***



***They want to be informed,
entertained and inspired.***



What you need to do:

- Grab the audience's attention
- Hold their attention while you put your message across
- Make sure they get what you want to tell them



How do you do it?

- Keep them interested
- Make sure your message is obvious
- Take them on a journey

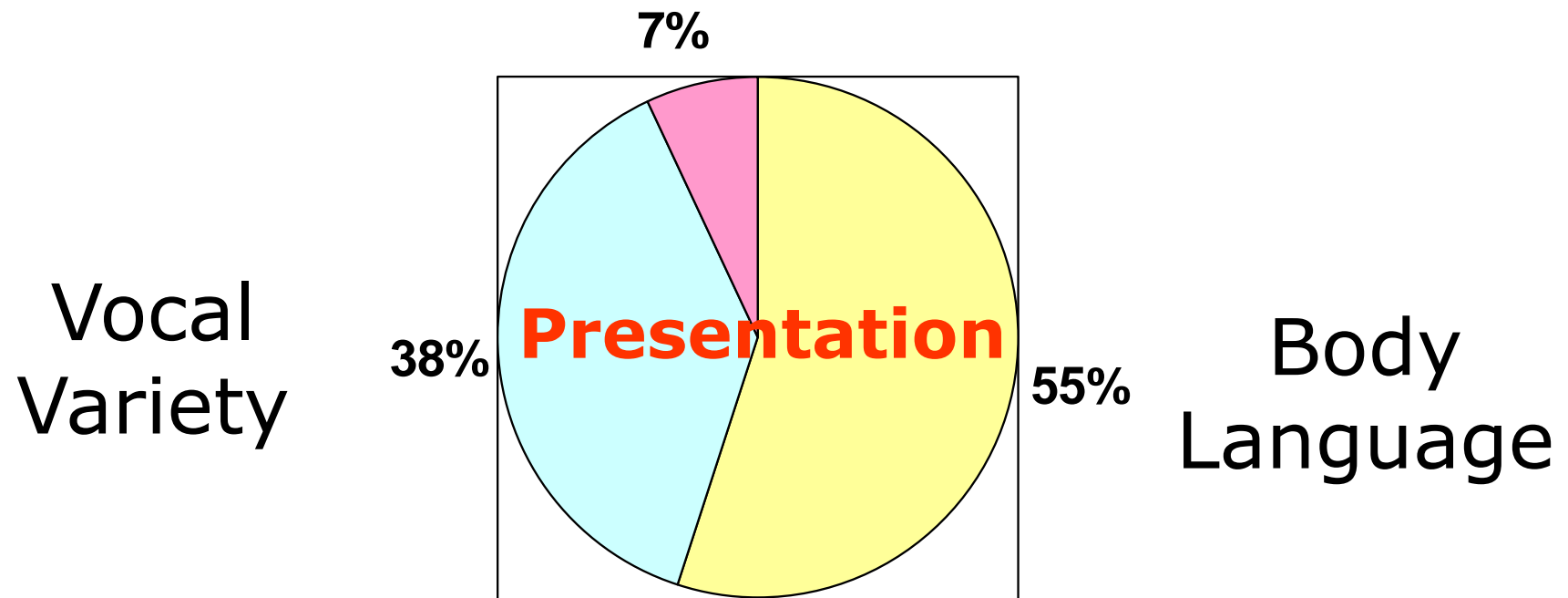


What makes a good presentation?

- Content
- Vocal Variety
- Body Language



Content



Structure

Every presentation should have:

- Opening
- Body
- Conclusion



Content (7%)

- Tell them what you are going to tell them (*Opening*)
- Tell them (*Body*)
- Tell them what you told them (*Conclusion*)



Vocal Variety (38%)

- Clear voice
- Pitch & Tone
- Volume
- Rate of speech
- Use pauses (not ums/ahs)



Body Language (55%)

- Posture
- Hands
- Movement
- Eye contact
- Facial expressions



Body Language.....

- Always face your audience
- Don't hide behind anything
 - Lecturn
 - Notes
- Be natural



Inspire Your Audience

- Image
- Smile
- Energy & Enthusiasm
- Visual Aids / Props
- Avoid jargon
- Humour is OK – but use jokes with caution



Visual Aids / Props

- Real objects
 - Don't hand them around while presenting
- Video / Music
 - Make sure it doesn't overpower the presentation
- PowerPoint

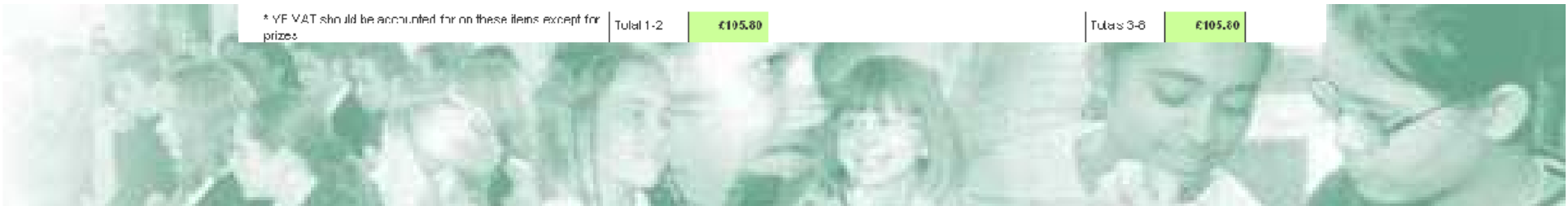


PowerPoint – Wrong

Date	Where From	1 Bank	2 Cash	3 YE VAT	4 Sales*	5 Misc. Income*	6 Shares	7 Loans	8 Bank & Cash Transfers		
		DR	DR	CR	CR	CR	CR	CR	CR		
01-Dec-08	Dany Withers		£2.00				£2.00				
07-Dec-08	Susan Meyes		£5.00				£5.00				
07-Dec-08	Kellih Mayes		£5.00				£5.00				
14-Dec-08	Solman Rahman		£0.00				£13.00				
14-Dec-08	Sally Wthey		£0.00				£13.00				
07-Jan-09	Gacha Wthey		£1.00				£1.00				
23-Jan-09	Curmook House Evening event		£23.05	£3.07	£20.04						
23-Jan-09	Curmook Hn use Evening event		£0.75	£0.10		£0.25					
24-Jan-09	Susan Meyes		£0.00	£1.30	£8.70						
26-Jan-09	Izzy Wickstead		£1.00	£0.13	£0.87						
01-Feb-09	Susan Meyes		£3.00	£0.39	£2.61						
01-Feb-09	Amelia Mayes		£5.00				£5.00				
01-Feb-09	George Mayes		£5.00				£5.00				
09-Feb-09	Rachael Neller		£0.00				£13.00				
09-Feb-09	Sally Wthey		£5.00	£1.98	£13.04						
	Total	£0.00	£195.89	£6.89	£45.26	£0.55	£53.00	£0.00	£0.00		

* YE VAT should be accounted for on these items except for prizes

Total 1-2	£195.89	Total 3-8	£105.80
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PowerPoint - Right

- Keep it simple
 - 5 lines per slide (max)
 - 5 words per line (max)
- Be careful with colour
 - Use it as a highlight / contrast
 - **Not just because you can!**
- Be careful how you use effects
- Don't just read what's on the slides
 - The audience can do that
 - Talk about the content



PowerPoint - Right

- Income: **£352.67**
 - Product Sales - £320.45
 - Raffle - £32.22
- Production Costs: **£143.25**
 - Purchases - £108.25
 - Wages - £35.00
- Net Profit: **£209.42**



PowerPoint....

- How are you going to change slides?
 - Employ an assistant to do it
 - Use a remote slide changer
- Do you need notes?
 - Position laptop so you can see the screen
 - Try not to turn around to read



Planning a presentation

- Start with the end in mind
- What are your objectives?
- What are the main points that you want to make?



And finally.....

- Practice, practice, practice
- Check out the venue beforehand
- Be yourself
- Try to enjoy it
- Take the audience on a journey
- Get your message across
- Inspire them and they'll remember you.



Questions?

