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Presentation Skills

Chichester Diocese of Social Work
9th September and 21st October 2009
Knowles Tooth Centre

Outline Programme

- House keeping, breaks etc
- Introductions and objectives
- First presentations
- Input – Some thoughts about communication
- Second presentations
- Input
- PowerPoint
- Between now and the next time



Introductions

- Name – what are you “famous” for?
- What are your best attributes as a presenter
or
- What was your most successful presentation? Why?
- Imagine it’s 4.30pm. If this course has been really useful to you –
 - What would happen today?
 - How would things be better?
- Share in pairs and prepare to feedback yourself

Learning Principles/Ground Rules

- Appreciation and support
- Build on what we are already doing well
- Take some risks
- Focus on what is relevant and exciting
- Stick to time
- Confidentiality
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First Presentation

- Three minute presentation on yourself – timed
- Feedback
 - from group “what did you like?”
 - from presenter “what were you pleased to notice?”
 - from presenter “what small thing could you have done to improve your presentation?”
- Record reflection in Presentation Skills Workbook

Setting Objectives

- People remember very little from presentations and it may not be *exactly* what you want them to remember

Therefore – we need to focus

- What do you want them to.....
 - Know
 - Feel
 - Do

as a result of what you say?

Communication - Some thoughts..

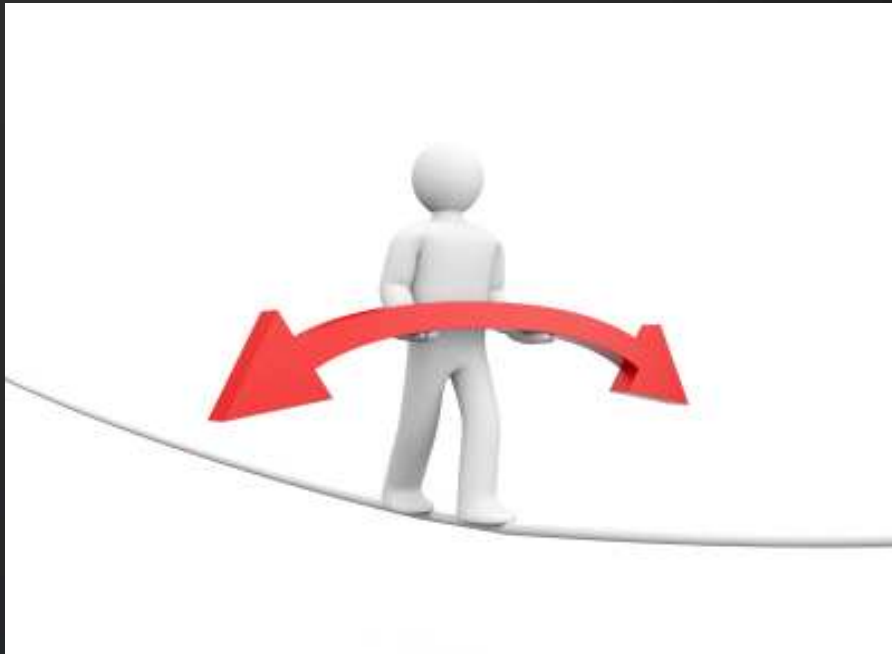
- You cannot *not* communicate!
- The meaning of communication is defined by the recipient
- Complete control of the message is (probably) impossible – all you can do is “tip the odds in your favour”
- VAKOG
- Verbal, tonal and body language

VAKOG - *Communication* *Predicates*

- Visual *I see, looks good, I can picture it*
- Auditory *rings true, sounds good*
- Kinaesthetic *feels right, hits the spot, smooth*
- Olfactory *fragrant, smells a bit to me*
- Gustatory *tasty, spices things up*

Using your Body

- Stance
 - Steady, balanced, moving with purpose
- Hands
 - Default position at sides, direct attention
- Dress
 - Comfort, upper range of your audience
- Eye contact
 - Balance, match with your audience



Using Your Voice

- Volume
- Pitch
- Modulation
- End of sentences
- Pace
- Gaps

Albert Merhabian - *Communicating Feelings and Attitudes*

- 7% of the message came from the actual words spoken (*song*),
- 38% from the voice tone (*music*)
- 55% came from body language (*dance*).

Managing nerves

Banishing nerves

Feeling Confident

Creating the right emotional state for your presentation



Memories

“My heart aches, and a drowsy numbness pains
My sense, as though of hemlock I had drunk,
Or emptied some dull opiate to the drains
One minute past, and Lethe-wards had sunk:”

“Ode to a Nightingale” - Keats

Using Memories

the smell of freshly mowed grass...

the feel of sand between your toes..

a loved one's smile...

the first drink of the evening after long day...

the first line of that song..

Anchoring

1. Identify an emotion/state you'd like to create
2. Find a memory of experience of that state
3. Make that memory bigger, stronger and more compelling
4. Whilst amplifying that memory, apply an unique physiological sensation
5. Break state
6. Repeat 3 and 4, and again
7. Apply as you get ready to begin your presentation

Reading Exercise

- Stance
- Volume
- Pitch
- Modulation
- End of sentences
- Pace
- Gaps

Twenty PowerPoint Tips #1

1. Familiarise yourself with the technology
2. You are your greatest audio visual aide
3. Make sure the porpoise is clear (*and use the spell-check*)
4. Decide on your objectives and design your content and structure *before* your PowerPoint slides
5. Take full responsibility for the session
6. Be flexible
7. The usual rules about presentations still apply
8. Keep the slide numbers limited
9. Keep your design simple

Twenty PowerPoint Tips #2



11. Keep the design predictable
12. Don't use slide transition sounds
13. Use your branding.
14. Think about the clarity of the slides.
15. Consider the accessibility of the material.
16. If you can, be imaginative with the images..
17. Notice what works for other people
18. Don't read from the slides..
19. Make the slides available to take a
20. Be prepared to break everyone of

