



Presentation Skills District Trainers

PRESENTATION DEVELOPMENT

1. Begin with an "Attention-Getter"
 - Start with a Quote
 - Make a Significant Statement/Fact or Promise
 - Ask a Challenging Question
 - Tell a Story
2. State Your Purpose
 - *I am here to ...*
 - *When this presentation is over, I want you to...*
3. Understand your Audience
 - What do they need to *Do/Know/Feel*
 - Anticipate their Questions

4. Organize Your Presentation

- The Order
 - Timeline – arrange in sequential order
 - Importance – arrange in order of increasing importance
 - Problem/Solution – present the problem, suggest a solution, give benefits
 - Simple to Complex – arrange in order from the simplest to the most complex
 - Results – begin with recommendations and then fill in details if appropriate
 - Develop Your Transitions
5. Prepare Your Handouts
 6. End with a Powerful Closing
 - Summarize Key Points
 - Provide an opportunity for Questions
 - Do something CREATIVE

PRESENTER SKILLS

VISUAL

- Eye-To-Eye Contact
 - Create One-To-One Conversation
 - Three Second Rule
- SMILE!

VOCAL

- Vary your Pitch, Volume and Rate
- Use PAUSES for emphasis
- Define Acronyms, Abbreviations, or Jargon

BODY LANGUAGE

- Balance Your Posture
- Use Gestures (Above the Waist!)

INVOLVE YOUR AUDIENCE

- Insert Questions
- Do an Activity

ANSWERING QUESTIONS

- Acknowledge the Questioner and Listen
- Repeat/Rephrase for the entire group
- Answer

USING VISUALS

- Position to the Left of the Screen
- Speak to Audience NOT THE SCREEN!