

Preparation, Practice and Passion

**A Presentation Skills Workshop
for Prevention Professionals**

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The Ten Worst Fears in the U.S. ???

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

The Ten Worst Fears in the U.S.

1. Speaking before a group
2. Heights
3. Insects / bugs
4. Financial problems
5. Deep water
6. Sickness
7. Death
8. Flying
9. Loneliness
10. Dogs

David Wallechinsky, *The Book of Lists*

“A recent survey stated that the average person's greatest fear is having to give a speech in public. Somehow this ranked even higher than death which was seventh on the list. So, you're telling me that at a funeral, most people would rather be the guy in the coffin than have to stand up and give a eulogy.”

Jerry Seinfeld

Public Speaking Myths

- Powerful speakers are born
- Good speakers don't get nervous or have stage fright

Breaking the Fear Barrier

Presentation fears usually fall into two categories:

- Fears about the audience
- Fears about ourselves

Breaking the Fear Barrier

- Acknowledge, then manage your fear
- Positive visualization
- Rehearse first few lines
- Know the setting
- Assume your audience is an ally
- Practice, practice, practice

Planning for Your Presentation

- Defining Your Purpose
- Analyzing Your Audience

Planning for Your Presentation

Defining Your Purpose

- Stimulate
- Inform
- Persuade
- Activate

Planning for Your Presentation

Analyzing Your Audience

- Size of Group
- Age / Sex
- Education / Occupation
- Cultural & Ethnic Background
- Attitudes / Values
- Past reactions to topic
- Audience challenges
- Reasons for attending

Presentation Construction

- The Opening
- The Body
- The Closing

Openers

- Unusual Fact
- Personal Experience
- Quotation
- Citing of an Authority
- Anecdote
- Rhetorical Question
- Relevant joke
- Visual aid
- Story
- An unusual definition

An Icebreaker Activity

The Body

- Identify Main Points
- Organize Main Points
 - Chronological
 - Categorical
 - Problem/solution
- Make point, support it, restate it

The Close

- End on time
- End with conviction
- No new material

Closers

- Short story about main point
- Quotation
- Poem
- Summary of Main Points
- Rhetorical Question
- Reference to Opener

Visual Aids

- Flip Charts
- Video
- Written Materials
- Props
- Laser Pointers
- Transparencies
- PowerPoint

Using PowerPoint: *Yes...*

- Basic Bullets
- Short Sentences
- Few Fonts
- Allow time to read long quotes

Using PowerPoint: *No!!...*

- Excess animation
- Generic, overdone clip art
- Bells, whistles, drums and gongs
- Excess transition
- More than 6-8 bullets

Presentation Skills



Three Elements of Communication

- Verbal
- Vocal
- Visual

Three Elements of Communication

- Verbal – What we Say
- Vocal – How we Sound
- Visual – How we Appear

Your Skill as a Presenter

The Verbal Element

- Eliminate weak words / phrases
- Use simple and direct language
- Be natural
- Replace non-words with pauses

Your Skill as a Presenter

The Vocal Element

- Volume
- Tone
- Pitch & inflection
- Pace & rhythm
- Color

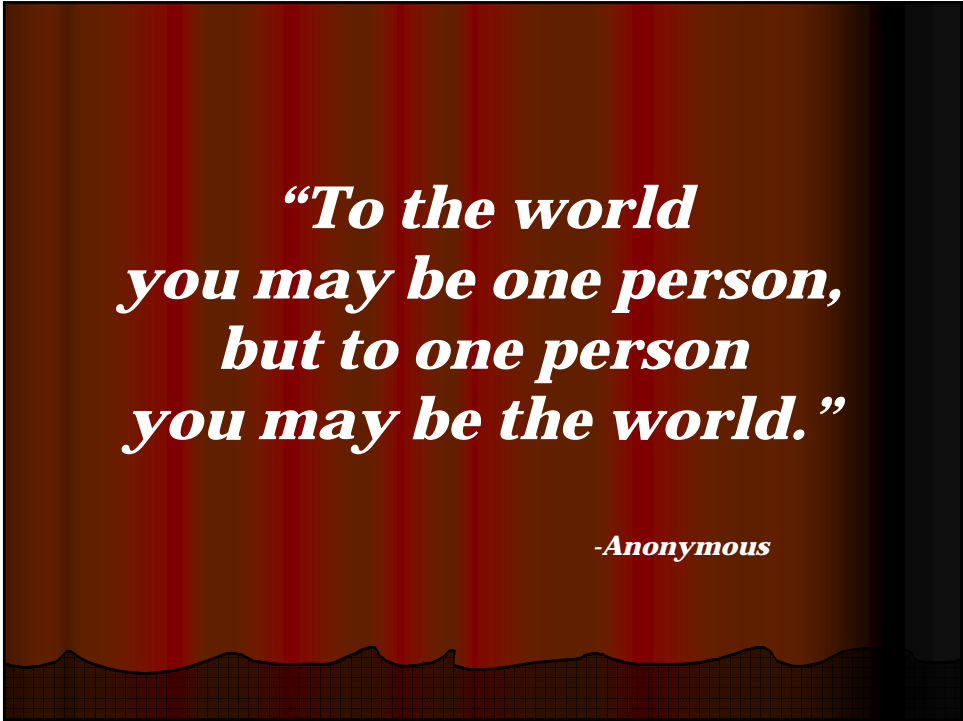
Your Skill as a Presenter

The Visual Element

- Posture & movement
- Eye Contact
- Gestures
- Facial Expressions



Questions???



***“To the world
you may be one person,
but to one person
you may be the world.”***

-Anonymous

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