

BASIC PRESENTATION COMMUNICATION

AGENDA

Topic one

Topic two

Topic three

Topic four

Topic five

THE POWER OF COMMUNICATION

OVERCOMING

NERVOUSNESS

Confidence -building strategies

ENGAGING

THE AUDIENCE

- Make eye contact with your audience to create a sense of intimacy and involvement
- Weave relatable stories into your presentation using narratives that make your message memorable and impactful
- Encourage questions and provide thoughtful responses to enhance audience participation
- Use live polls or surveys to gather audience opinions, promoting engagement and making sure the audience feel involved

SELECTING VISUAL AIDS

Enhancing your presentationEFFECTIVE DELIVERY TECHNIQUES

1. This is a powerful tool in public speaking. It involves varying pitch, tone, and volume to convey emotion, emphasize points, and maintain interest.

2. Pitch variation

3. Tone inflection

4. Volume controlEffective body language enhances your message, making it more impactful and memorable.

☑ Meaningful eye contact

☑ Purposeful gestures

☑ Maintain good posture

☑ Control your expressions

NAVIGATING Q&A SESSIONS

1. Know your material in advance

2. Anticipate common questions

3. Rehearse your responsesMaintaining composure during the Q&A session is essential for projecting

confidence and authority. Consider the following tips for staying composed:

☑ Stay calm

☑ Actively listen

☑ Pause and reflect

☑ Maintain eye contact SPEAKING IMPACT

☑ Your ability to communicate effectively will leave a lasting impact on your audience

☑ Effectively communicating involves not only delivering a message but also resonating with the experiences, values, and emotions of those listening DYNAMIC DELIVERY

Learn to infuse energy into your delivery to leave a lasting impression

One of the goals of effective communication is to motivate

your audience Impact factor Measurement Target Achieved Audience

interaction Percentage (%) 85 88

Knowledge

retention Percentage (%) 75 80

Post-presentation

surveys Average rating 4.2 4.5

Referral rate Percentage (%) 10 12

Collaboration

opportunities # of opportunities 8 10 FINAL TIPS AND TAKEAWAYS

Consistent rehearsal

☑ Strengthen your familiarity

Refine delivery style

☑ Pacing, tone, and emphasis

Timing and transitions

☑ Aim for seamless, professional delivery

Practice audience

☑ Enlist colleagues to listen & provide feedback 1. Seek feedback

2. Reflect on performance

3. Explore new techniques

4. Set personal goals

5. Iterate and adapt SPEAKING ENGAGEMENT METRICS

Impact factor Measurement Target Achieved

Audience interaction Percentage (%) 85 88

Knowledge retention Percentage (%) 75 80

Post-presentation surveys Average rating 4.2 4.5

Referral rate Percentage (%) 10 12

Collaboration opportunities # of opportunities 8 10 THANK YOU

Brita Tamm

502-555-0152

brita@firstupconsultants.com
www.firstupconsultants.com