

Great speakers aren't born they are trained

Presenting is a skill... Developed through training and experience

#1 Fear

- Presenting is more feared than death
- The Facts: Shaky hands, blushing cheeks, memory loss, nausea, and knocking knees
- It's normal
- Control Anxiety

Causes of anxiety

- Fear of the unknown or loss of control
- Fight or flight mode
- No backup plan
- No enthusiasm for subject
- Being the focus of attention

Effective Presentations

- Are audience centered
- Accomplish objective
- Are fun for audience
- Are fun for you
- Are conducted within time frame

Planning your presentation

1. Determine purpose
 - a. What do you want to accomplish?
2. Know your audience
 - a. Success depends on your ability to reach your audience
 - i. Knowledge level of your product domain
 - ii. Motivation
 - iii. What do THEY expect
3. Plan Space
 - a. Lighting and lighting controls
 - b. Audio/visual equipment
 - c. Distracters
4. Organization
 - a. Determine main points (1-5)
 - b. Transitions
 - c. Prepare outline
 - d. Prepare storyboard
5. Rehearse rehearse rehearse

- Keyword reminders
- Conversational flow
- Flexibility
- More responsive to audience

1. Story boarding

The presentation sequence

1. Opening your presentation
 - a. Introduce yourself
 - b. Get attention
 - c. Get audience response
2. Completing the opening
 - a. Clearly defining topic
3. Presenting Main points
 - a. Make point-transition, make point-transition, make point-transition, etc
 - b. Supporting evidence
 - c. Examples
4. Concluding your presentation
 - a. Inform audience that you're about to close
 - b. Summarize main points
 - c. Something to remember, or call to action
 - d. Answer questions.

Creating effective visual aids

- 1) Designing good Slides
 - a) Content
 - i) If it doesn't add value, don't say use it
 - b) Unveiling
 - i) Is drama useful or necessary
 - c) Color
 - i) Know your room and lighting
 - (1) Dark room
 - (2) Bright room
- 2) Content
 - a) Complement speaker
 - b) Talk not like a technical reporter
- 3) Density
 - a) 7-10 lines/page
 - b) 4-8 words/line
- 4) Visual Aids
 - a) To make, explain, or identify a point

- b) To emphasize clarify or reinforce a point
- c) To remind, summarize or review a point
- d) Visual aids should not DOMINATE, they should be supportive.
 - i) Use sans serif fonts – Arial, Tahoma, Trebuchet
 - ii) Titles should be 32-44 pt font size bold
 - iii) Use colors wisely- Contrasting colors
 - iv) Text should be as large as possible.
 - v) Be consistent use Wipe instead of flyin
 - vi) Less distracting reduces eye movement
 - vii) Eye Movement moves in a Z like formation

Effective presentation techniques

What makes an effective speaker

- Control of information
 - The voice used
 - The right word
 - Use of body language
 - Prompts, scripts and notes
 - Useful and meaningful visual aids
- 1) The Voice
 - a) Clear – the use of simple, easily understood words and phrases
 - b) Loud – it is important that everyone can hear you
 - c) Assertive- a bright and confident airborn of knowledge of the subject and good preparation
 - d) Pause- it essential to allow the listeners time to digest
 - 2) Use body language
 - a) Make eye contact
 - b) Use your hands, but don't go crazy
 - c) If possible move around, but slowly
 - d) Don't speak with your back to the audience.
 - 3) Scripts and notes (Do not use notecards)
 - a) Learn and use a script for formal presentations to large groups
 - b) Small note cards can be used, but first write a script
 - c) Underline key words that will best remind you what you want to say
 - d) Use one for each slide.
 - 4) Verbal filters
 - a) Common problems are
 - i) Um uh like you guys
 - ii) Swaying, rocking and pacing
 - iii) Hands in pockets

- iv) Lip smacking
 - v) Fidgeting
 - vi) Failure to be audience- centered.
- b) Control of information
 - i) Know your subject well
 - ii) Know what you are talking about
 - iii) Practice
 - iv) More practice
 - v) More rehearsals
 - vi) In front of mirror
 - vii) In front of friends and colleagues
 - viii) Opening
- 5) 5 presentation tips
 - a) Smile
 - b) breathe
 - c) water
 - d) notes
 - e) finish on, or under time

Milestone 5

- 1) Stand up meeting every day
 - a) What did I accomplish since the last standup
 - b) What do I work on by next standup
 - c) What are the obstacles that are preventing me from making process
- 2) Demo to client
 - a) Show latest features
 - b) Explain design and implementation decisions
 - c) If clients are technical, explain the relevant technical details.
- 3) Retrospective
 - a) Inspect and adapt activity
 - b) What is and is not working better
 - c) Ideas for making it work better.