



# **Basic presentation**

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# Agenda

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- Introduction
- Building confidence
- Engaging the audience
- Visual aids
- Final tips & takeaways





# **Power of communication**

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# Overcoming nervousness

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Confidence-building strategies

# Engaging the audience

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- 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

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Enhancing your presentation

# Effective delivery techniques



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

- Pitch variation
- Tone inflection
- Volume control

Effective body language enhances your message, making it more impactful and memorable:

- Meaningful eye contact
- Purposeful gestures
- Maintain good posture
- Control your expressions

1. Know your material in advance
2. Anticipate common questions
3. Rehearse your responses

Maintaining 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

# Navigating Q&A sessions

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# Speaking impact

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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



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

One of the goals of effective communication is to motivate your audience.

Metric	Measurement	Target	Actual
Audience attendance	# of attendees	150	120
Engagement duration	Minutes	60	75
Q&A interaction	# of questions	10	15
Positive feedback	Percentage (%)	90	95
Rate of information retention	Percentage (%)	80	85

# Dynamic delivery

# Final tips & takeaways

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## 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

- Seek feedback
- Reflect on performance
- Explore new techniques
- Set personal goals
- 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

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