



Effective Presentation Skills

Skills House



Course Duration**18 Hours****Course Assessment**

- 10% Attendance
- 90% Individual Presentation
(Dress Code: Formal)

**Corrective
Assessment**

- Individual Presentation
- Written Exam

Recommendations

- N/A

Effective Presentation Skills

Table of Contents

- Introduction
- Preparation
- Building Your Presentation
- Presentation Delivery
- Presenter's Characteristics
- Stress Management for Presentations
- Presentation Tips

The ribbon at the top of the screen shows the following tabs from left to right: Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. Below the ribbon are several groups of tools: Clipboard (Cut, Copy, Paste, Format Painter), Layout (New Slide, Reset, Section, Slides), Font (B, I, U, S, Aa, Aa, Convert to SmartArt), Paragraph (Text Direction, Align Text, Convert to SmartArt), Drawing (Shapes, Arrange, Quick Styles, Shape Outline, Shape Effects), and Editing (Find, Replace, Select).

Slides

Outline

Introduction

A thumbnail of the first slide titled "Introducing POWERPOINT 2010". The slide features a blue header, a black middle section with white text, and a green footer.

Enhancing your Presentation

A thumbnail of the second slide titled "Enhancing your Presentation". It features three circular icons: orange for "Author your presentation", blue for "Enhance your presentation", and green for "Deliver your presentation". Below the icons is a small line of text: "We have features for every step of the way".

Author Your Presentation

A thumbnail of the third slide titled "Author Your Presentation". It features a large orange circle with the number 1 inside, followed by the text "Author your Presentation". Below the circle is a small line of text: "Design, organize, and collaborate".

Getting started with Templates

A thumbnail of the fourth slide titled "Getting started with Templates". It shows two template preview cards: one for "POWERPOINT 2010" and another for "Use sample templates to kick-off your presentation and organize the content you're adding (presentations)".

Chaos?

A thumbnail of the fifth slide titled "Chaos?". It contains a small note: "No problem. Create a cleaner slide presentation by organizing your content with sections".



Click to add notes

A decorative border on the left side of the slide consists of a grid of small, semi-transparent squares in various colors: blue, purple, red, pink, orange, and yellow. These squares are arranged in a roughly triangular shape, pointing towards the center of the text area.

There are 500 million PowerPoint
users in the world

A decorative border on the left side of the slide consists of numerous small, semi-transparent squares in various colors including blue, red, pink, orange, and yellow, arranged in a roughly vertical column.

30 million presentations are done
daily

A decorative border on the left side of the slide consists of a grid of small, semi-transparent squares in various colors: blue, teal, light blue, purple, pink, red, orange, yellow, and peach. These squares are arranged in a roughly triangular shape, pointing towards the center of the slide.

About a million presentations are
going on right now

A decorative border on the left side of the slide consists of a vertical column of overlapping squares in various colors: blue, purple, pink, red, orange, and yellow.

50% of them are unbearable

Unbearable Presentations



Famous Quotes

“You can speak well if your tongue can deliver the message of your heart.”

John Ford

“If you don't know what you want to achieve in your presentation your audience never will.”

Harvey Diamond

“It takes one hour of preparation for each minute of presentation time.”

Wayne Burgraff



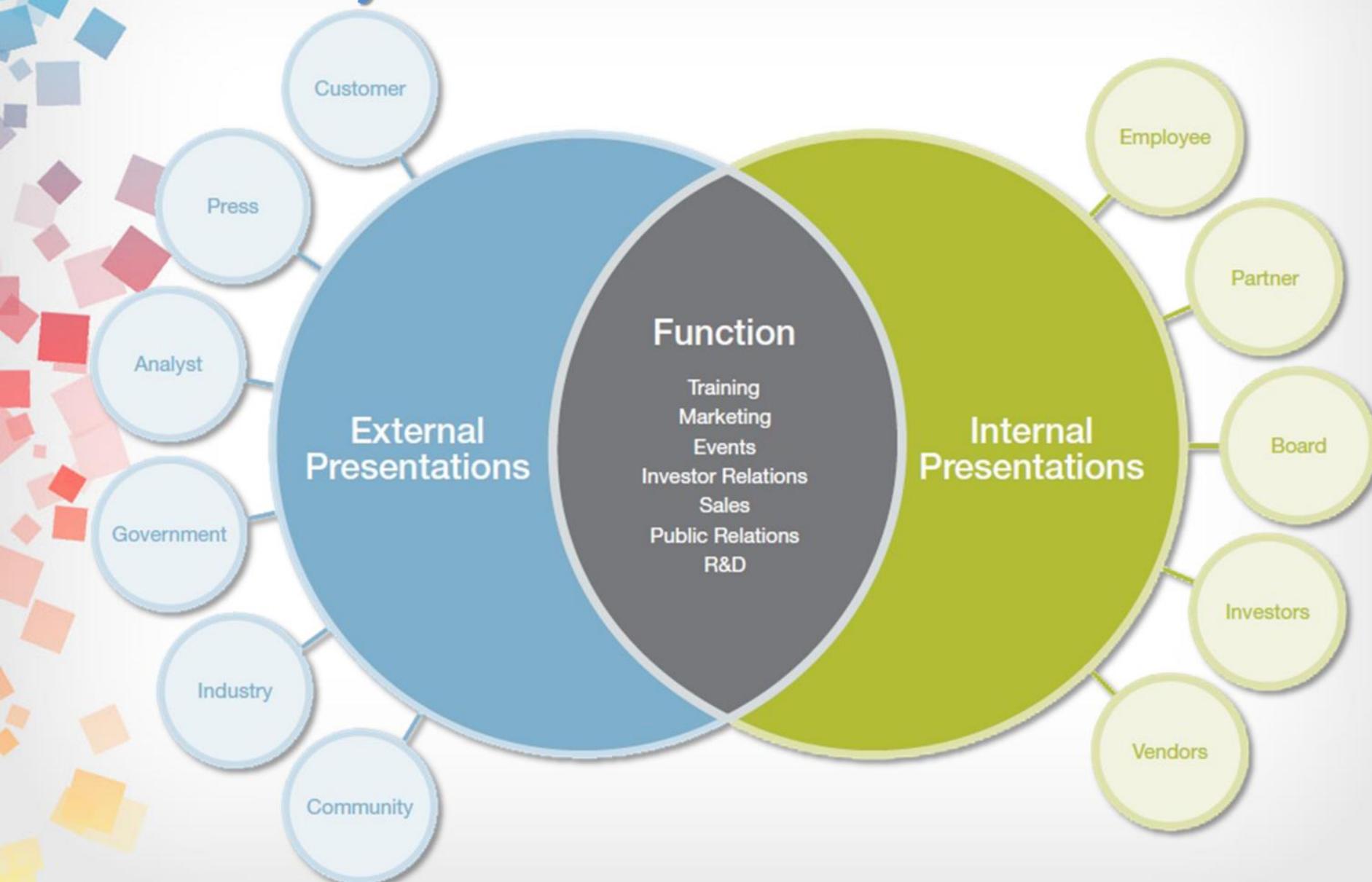
Famous Quotes

“Presenting is not simply about aesthetics or making things pretty; it’s about creating meaning. It’s about being present. I need to ensure that every person in the audience believes I’m having an individual conversation with them. That is my goal.”

Rick Justice, VP, Cisco Systems

Introduction

Why do we Need Presentations





Introduction

NOBODY is a naturally BORN SPEAKER



Introduction

- Average talking speed
= 150 word per minute (wpm)
- Average listening Speed
= 500 word per minute (wpm)



Introduction

Why do we Fail
to listen?

Predict what to be said and switch off

The topic is very complex to catch

The topic is extremely simple

Tired or worried

Physical noise

Linguistic noise

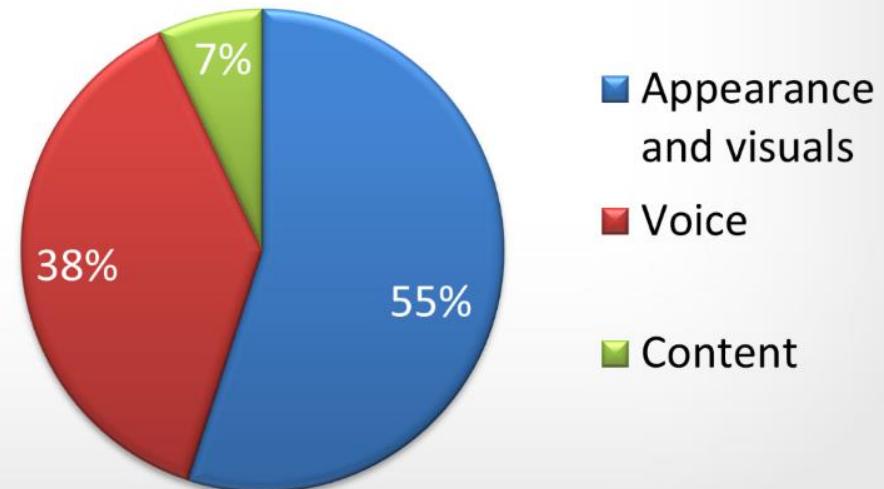
The speaker has problems communication
with attendees

Introduction

Presentation elements that directly affect your audience:

- Appearance and visuals
- Voice
- Content

Percentage Per factor



Preparation



Introduction

Preparation

Building your
Presentation

Presentation
Delivery

Presenter's
Characteristics

Stress Management
for Presentations

Presentation Tips

Preparation

Fail to Prepare

..... Prepare to Fail



Preparation Presentation Purposes

Persuade

Inform

Negotiate

Motivate

Entertain

Preparation

Objective Clarification

- Identify the required output of your Presentation.

Preparation

Objective Clarification

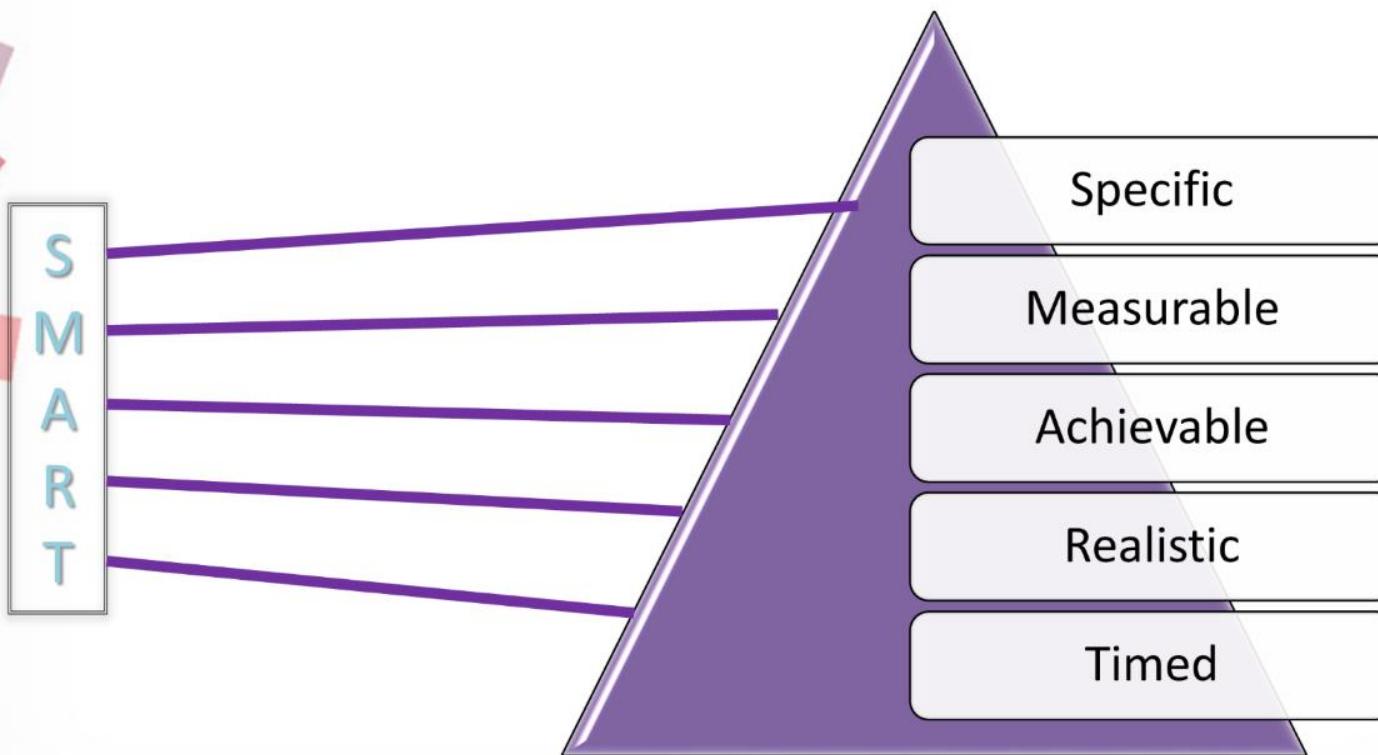
- Identify the required output of your Presentation.

Presentation Objective

- Select the proper presentation Style that would best fit your objectives.

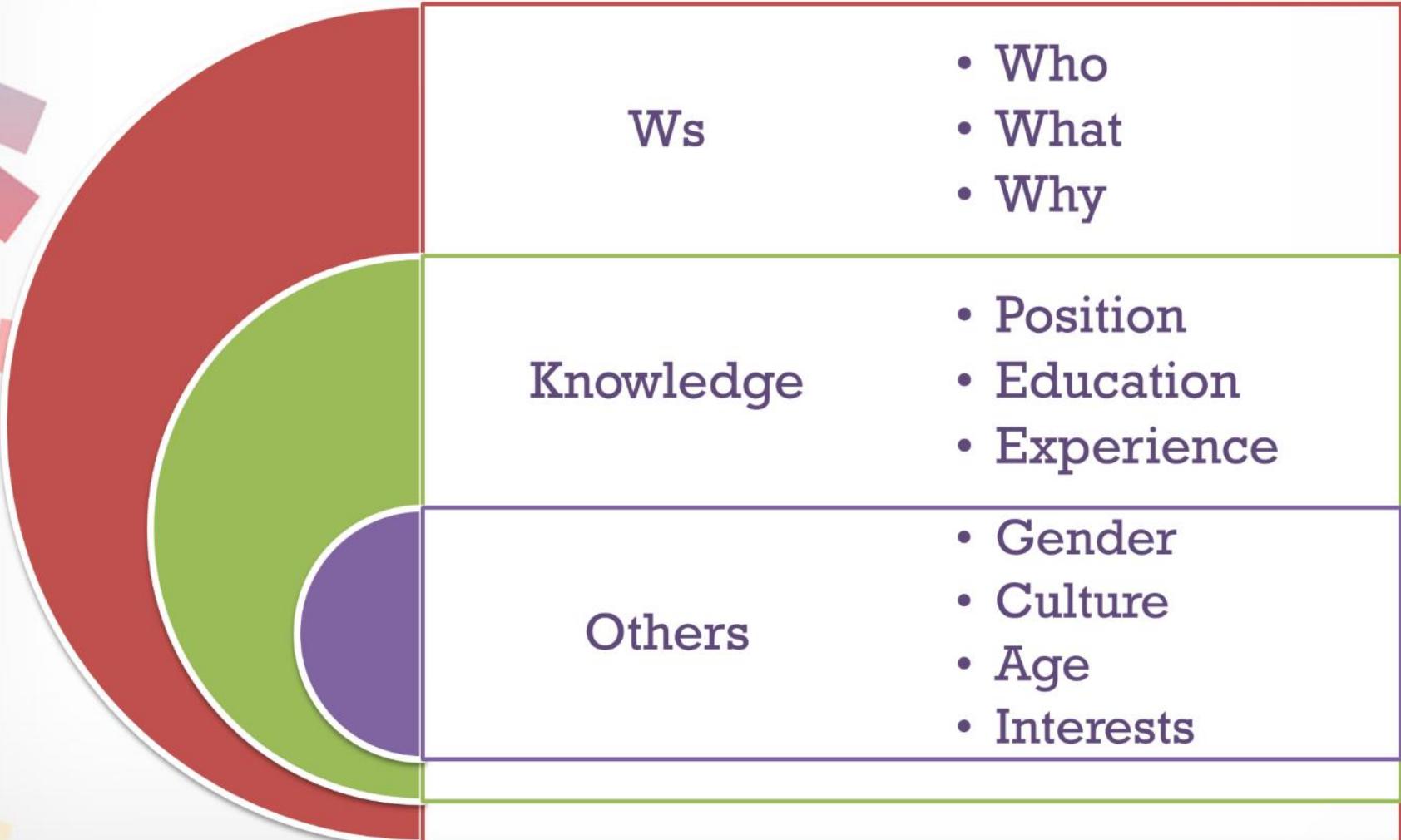
Preparation

Your objective should be SMART



Preparation

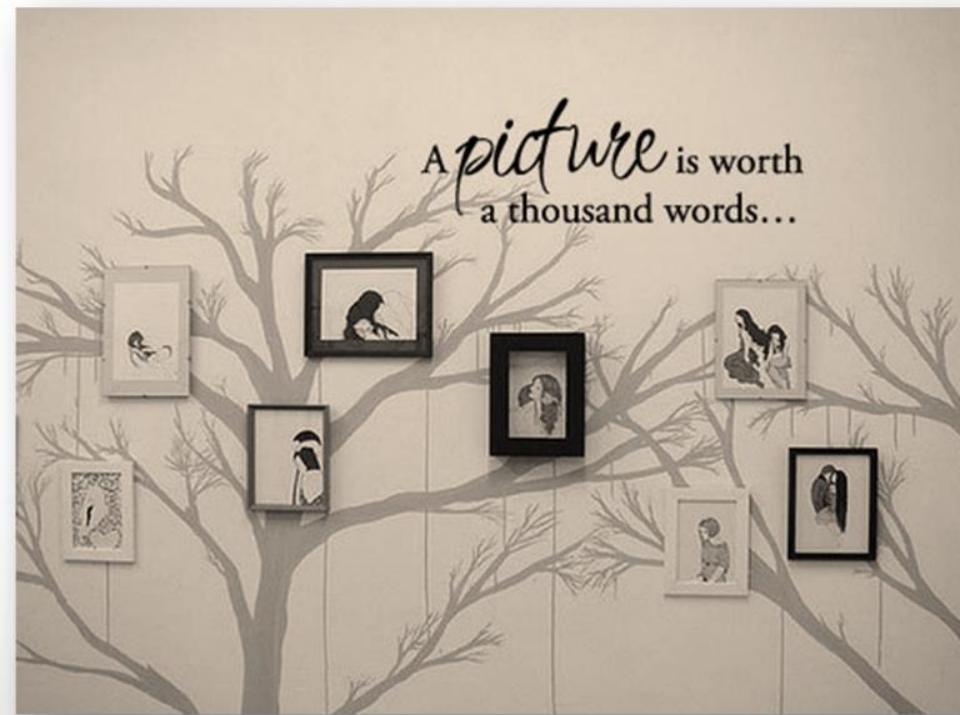
Identifying your Audience



Cont'd

Preparation

- Good visuals are ***clear, visible, and simple.***
- Good visuals must ***NOT*** be distracting.



Cont'd

Preparation

- Map of Ideas

Create your list without thinking!!!



- Selection

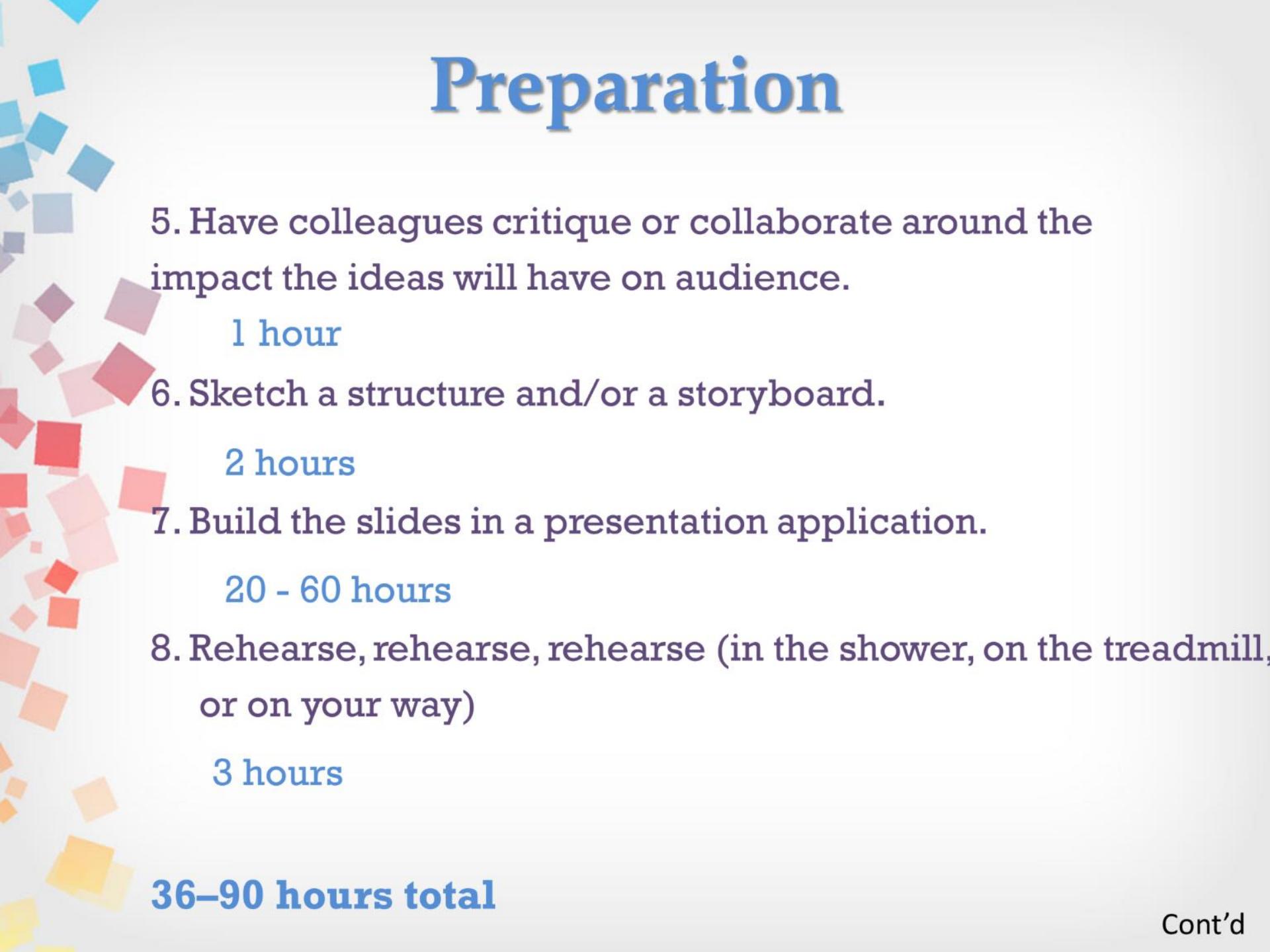
Sort out your list



Preparation

Below are some average timeframes and steps for
an hour-long presentation that has 30 slides:

1. Research and collect input from the web, colleagues, and the industry.
6- 20 hours
2. Build an audience-needs map.
1 hour
3. Generate ideas via sticky notes.
2 hours
4. Organize the ideas.
1 hour



Preparation

5. Have colleagues critique or collaborate around the impact the ideas will have on audience.

1 hour

6. Sketch a structure and/or a storyboard.

2 hours

7. Build the slides in a presentation application.

20 - 60 hours

8. Rehearse, rehearse, rehearse (in the shower, on the treadmill, or on your way)

3 hours

36–90 hours total

Cont'd

Building Your Presentation



Introduction

Preparation

**Building your
Presentation**

Presentation
Delivery

Presenter's
Characteristics

Stress Management
for Presentations

Presentation Tips

Building Your Presentation

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Any presentation structure is composed of...
an *opening*, a *body*, and a *closing*.

Building Your Presentation

1. Presentations Opening.

A ttention

B enefits

C redentials

D irection and destination



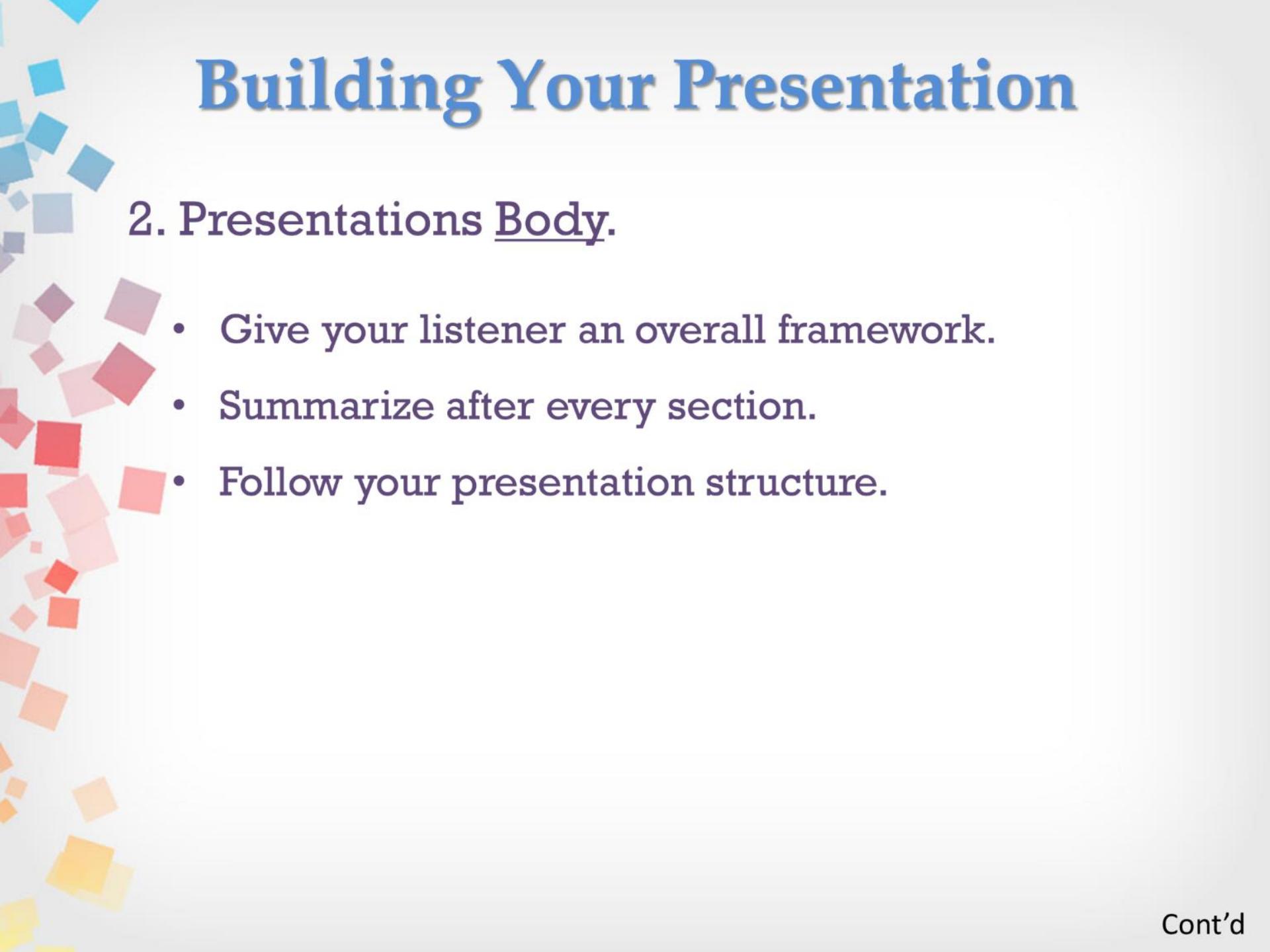
Building Your Presentation

Presentations Opening.

- **Question**
 - How many of you travelled inside or outside Egypt?
- **Quotation**
 - Leadership is influence. “John C. Maxwell”
- **Anecdotes**
 - Tell a short story (a personal one would be preferred)
- **Sense of Humor**
 - Making a joke, best presentations involve self-deprecating humour, so being able to laugh at yourself is a must.

Building Your Presentation

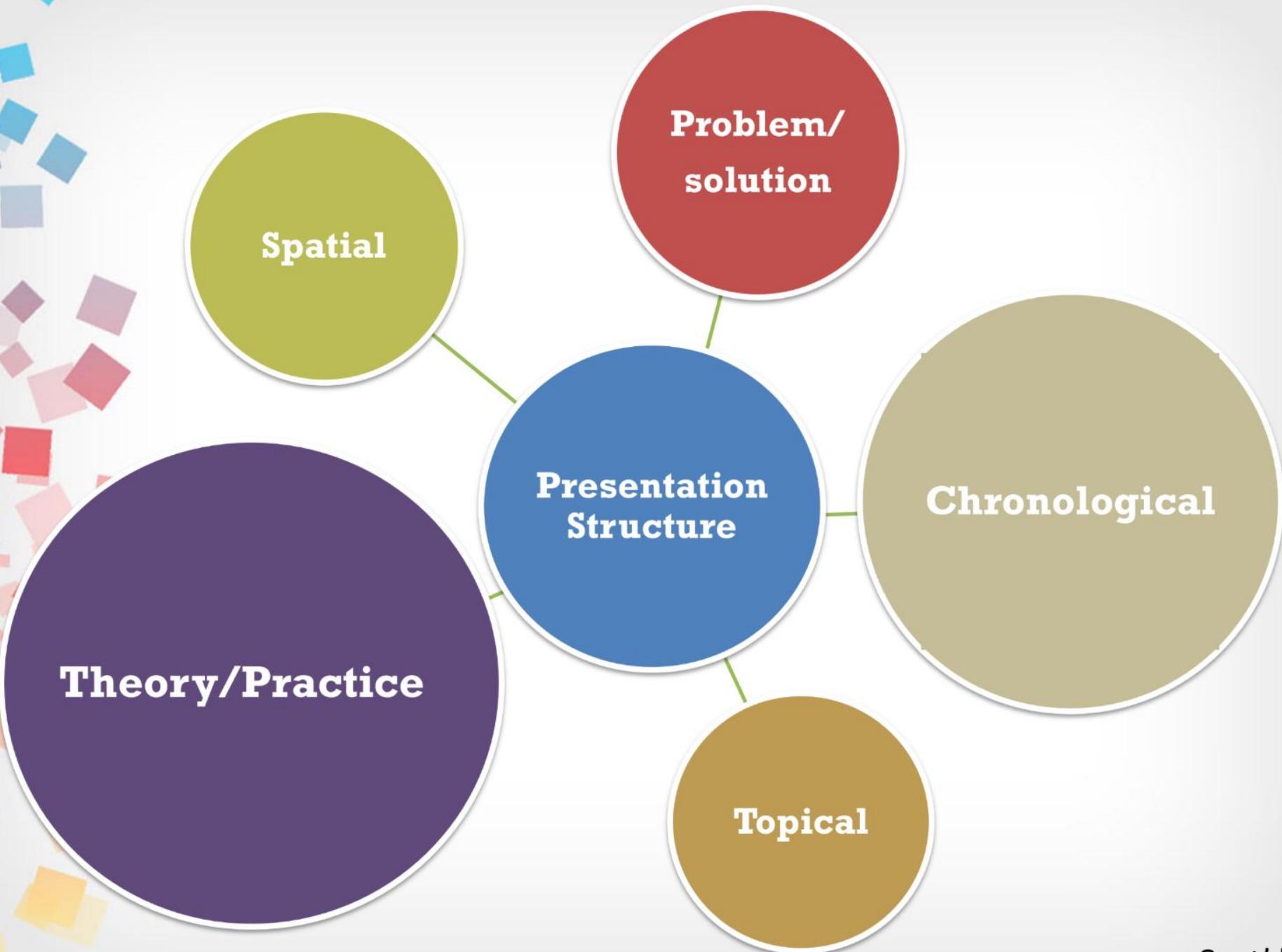
- **Amplification**
 - “It’s widely accepted that girls tend to do better than boys in school.”
- **Historical Background**
 - “20 years ago, when I last visited this place, this place was nothing but desert area.”



Building Your Presentation

2. Presentations Body.

- Give your listener an overall framework.
- Summarize after every section.
- Follow your presentation structure.



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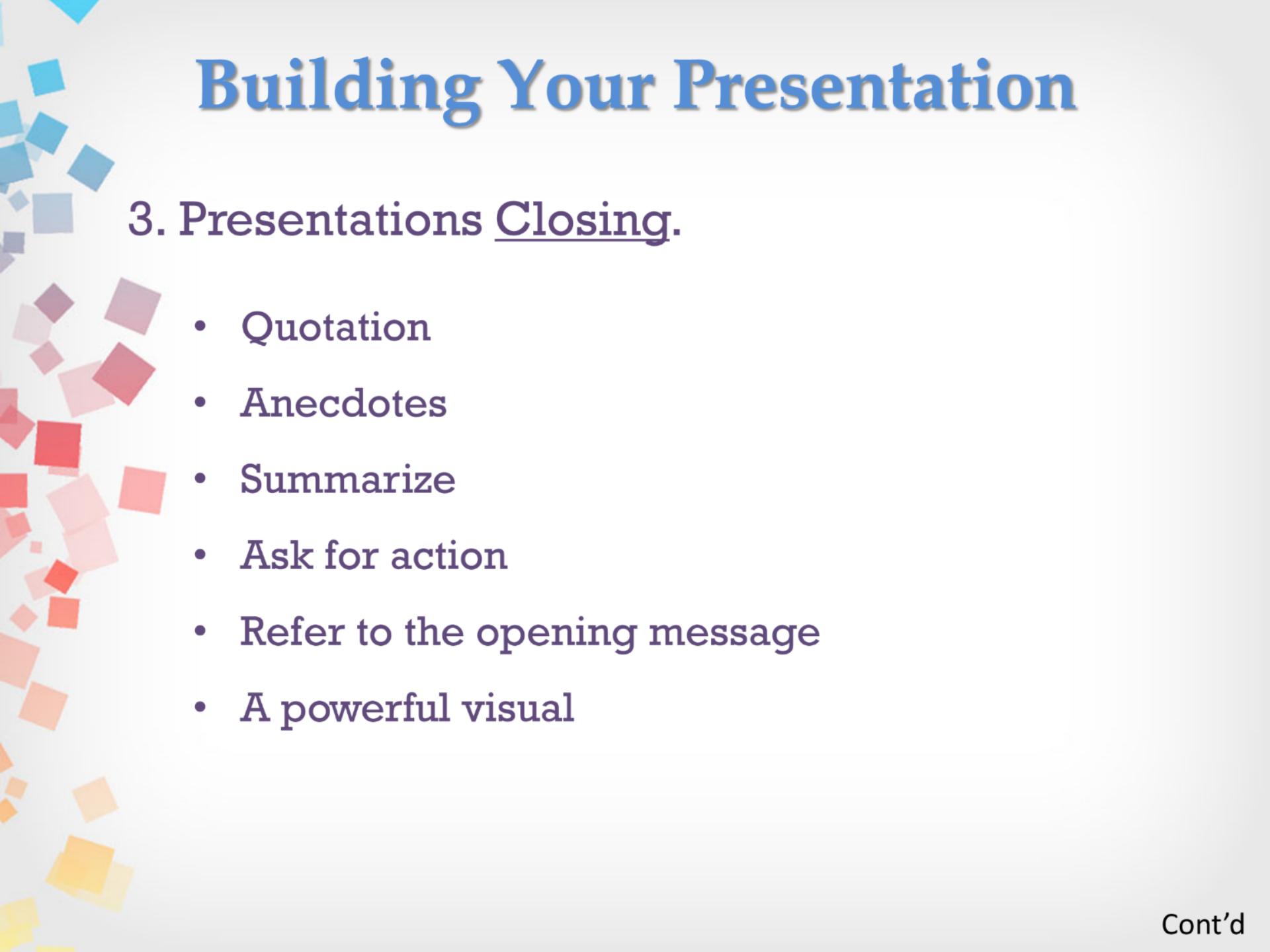
Building Your Presentation

Some aspects should be considered in your body:

- Organize
- Illustrate
- Repeat



Cont'd



Building Your Presentation

3. Presentations Closing.

- Quotation
- Anecdotes
- Summarize
- Ask for action
- Refer to the opening message
- A powerful visual

Presentation Delivery



Introduction

Preparation

Building your
Presentation

**Presentation
Delivery**

Presenter's
Characteristics

Stress Management
for Presentations

Presentation Tips

Presentation Delivery

Most common delivery methods

Reading 

Memorizing 

Speaking 

Presenter's Characteristics



Introduction

Preparation

Building your
Presentation

Presentation
Delivery

**Presenter's
Characteristics**

Stress Management
for Presentations

Presentation Tips

Presenter's Characteristics

Body Language

- First impression
- The smile
- Eye contact
- Hand movement and gestures
- Position and posture

Presenter's Characteristics

Voice

A decorative border on the left side of the slide consists of a grid of small, semi-transparent squares in various colors, including blue, purple, pink, red, orange, and yellow.

Volume

How loud the voice is

Presenter's Characteristics

Voice

Volume

How loud the voice is

Intonation

The rise and fall of your voice

Presenter's Characteristics

Voice

Volume

How loud the voice is

Intonation

The rise and fall of your voice

Pitch

How high or low the tone is

Presenter's Characteristics

Voice

Volume

How loud the voice is

Intonation

The rise and fall of your voice

Pitch

How high or low the tone is

Pace

The speed of the voice

Presenter's Characteristics

Voice

Volume

How loud the voice is

Intonation

The rise and fall of your voice

Pitch

How high or low the tone is

Pace

The speed of the voice

Tone

The idea behind your voice

Presenter's Characteristics

Voice

There are two methods for improving your voice:

- Practice listening to your voice.
- Listen to your voice !!!!



Stress Management for Presentations



Introduction

Preparation

Building your
Presentation

Presentation
Delivery

Presenter's
Characteristics

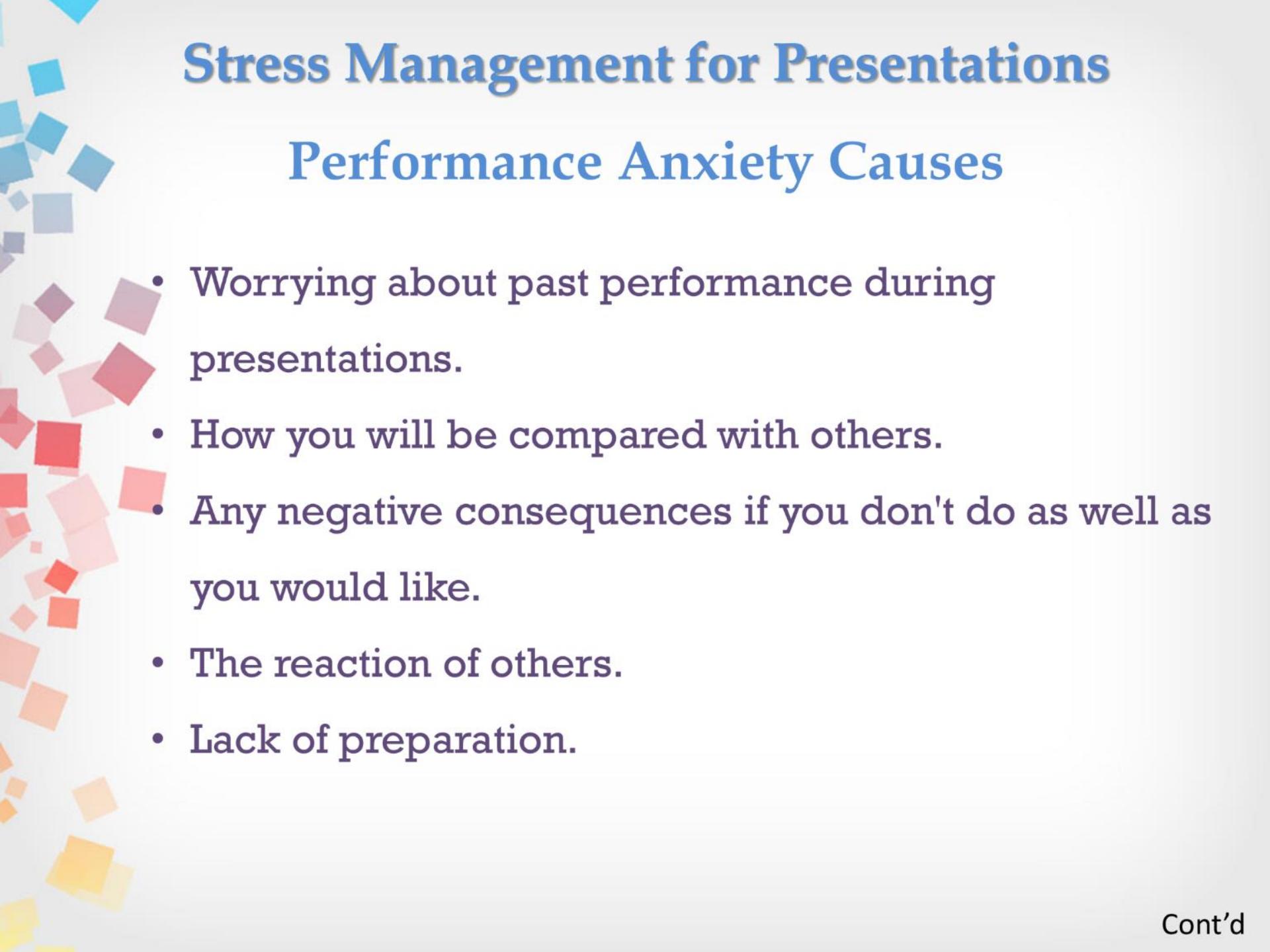
Stress
Management for
Presentations

Presentation Tips

Stress Management for Presentations

What is Performance Anxiety?

- Performance anxiety, is a slightly increased anxiety level can motivate you to do the work needed , it can make you more alert and energized.
- However, when anxiety levels and nerves become too great, difficulties can occur, which may impair your ability to prepare effectively for, and perform, during work / event.



Stress Management for Presentations

Performance Anxiety Causes

- Worrying about past performance during presentations.
- How you will be compared with others.
- Any negative consequences if you don't do as well as you would like.
- The reaction of others.
- Lack of preparation.

Stress Management for Presentations

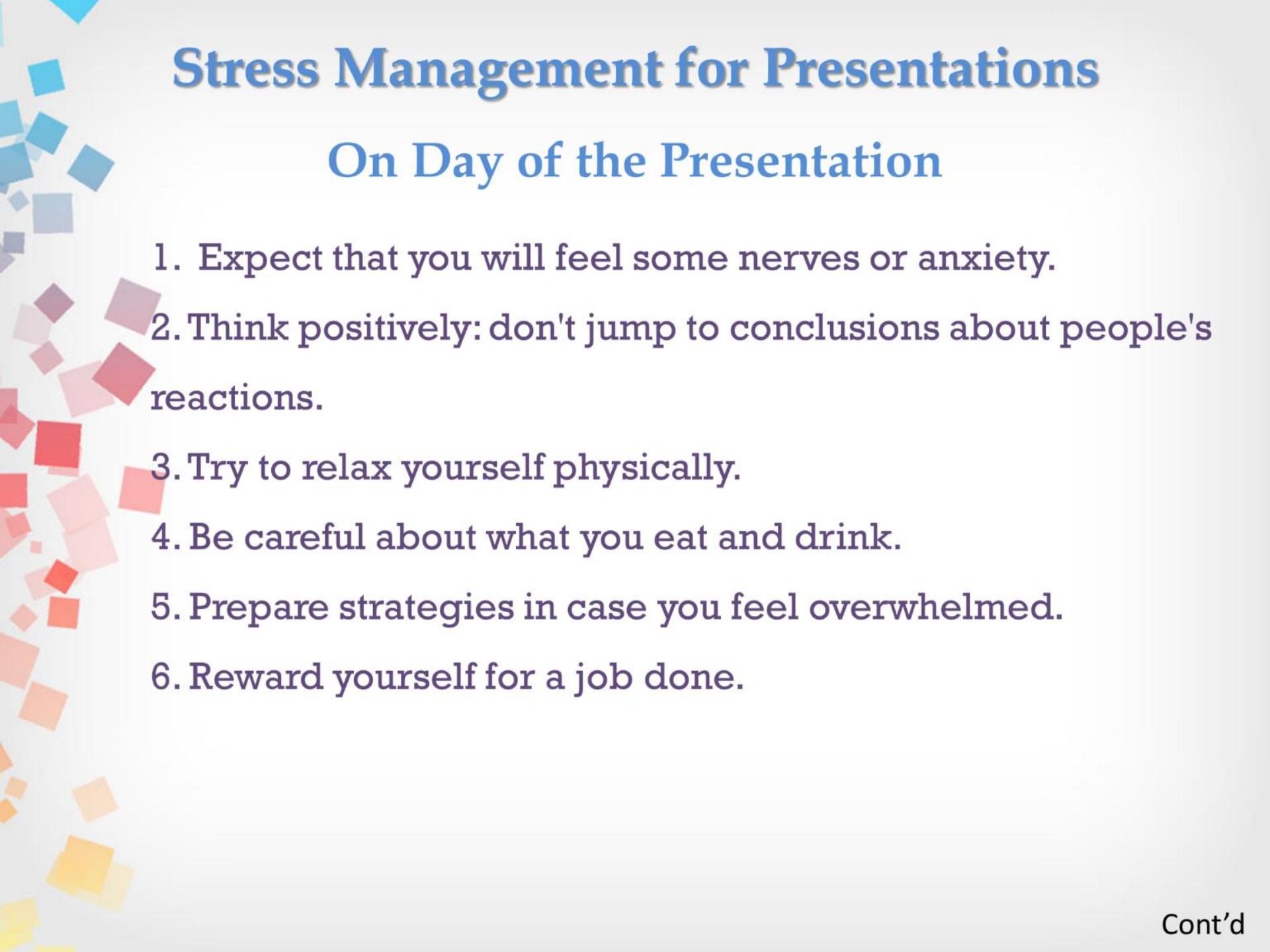
Performance Anxiety Symptoms

- The main enemy of any presenter is TENSION
- Symptoms of a nervous speaker:
 - Shaking knees
 - Shaking hands
 - Sore throat
 - Mind blank
 - Voice ruin
 - Sweat
 - Nervous laugh
 - Slide lock

Stress Management for Presentations

Strategies to Deal with Performance Anxiety

- Develop positive thinking and visualization skills.
- Plan and practice your presentation carefully.
- Map out your anxieties.
- Look after yourself.

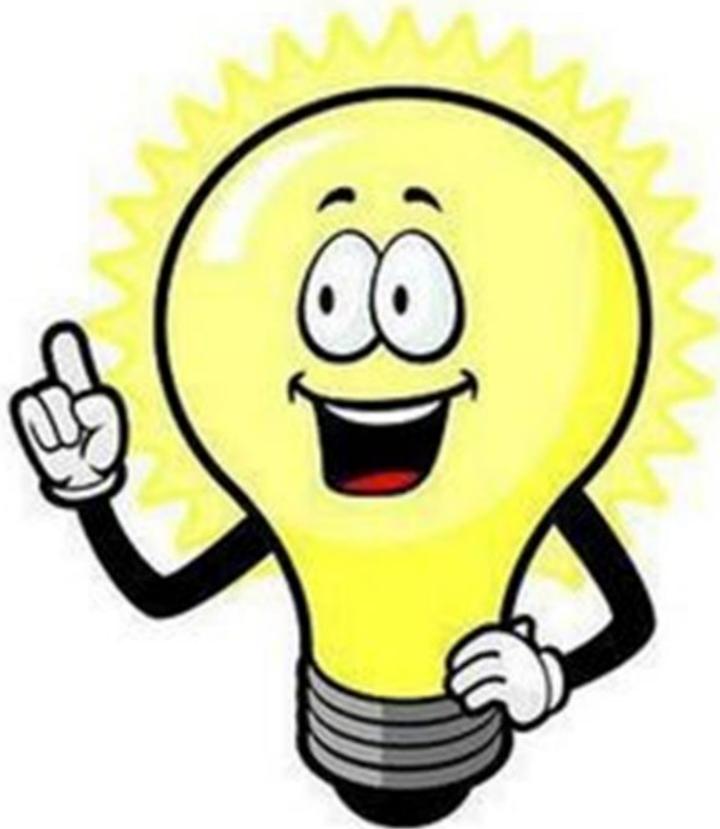


Stress Management for Presentations

On Day of the Presentation

1. Expect that you will feel some nerves or anxiety.
2. Think positively: don't jump to conclusions about people's reactions.
3. Try to relax yourself physically.
4. Be careful about what you eat and drink.
5. Prepare strategies in case you feel overwhelmed.
6. Reward yourself for a job done.

Presentation Tips



Introduction

Preparation

Building your
Presentation

Presentation
Delivery

Presenter's
Characteristics

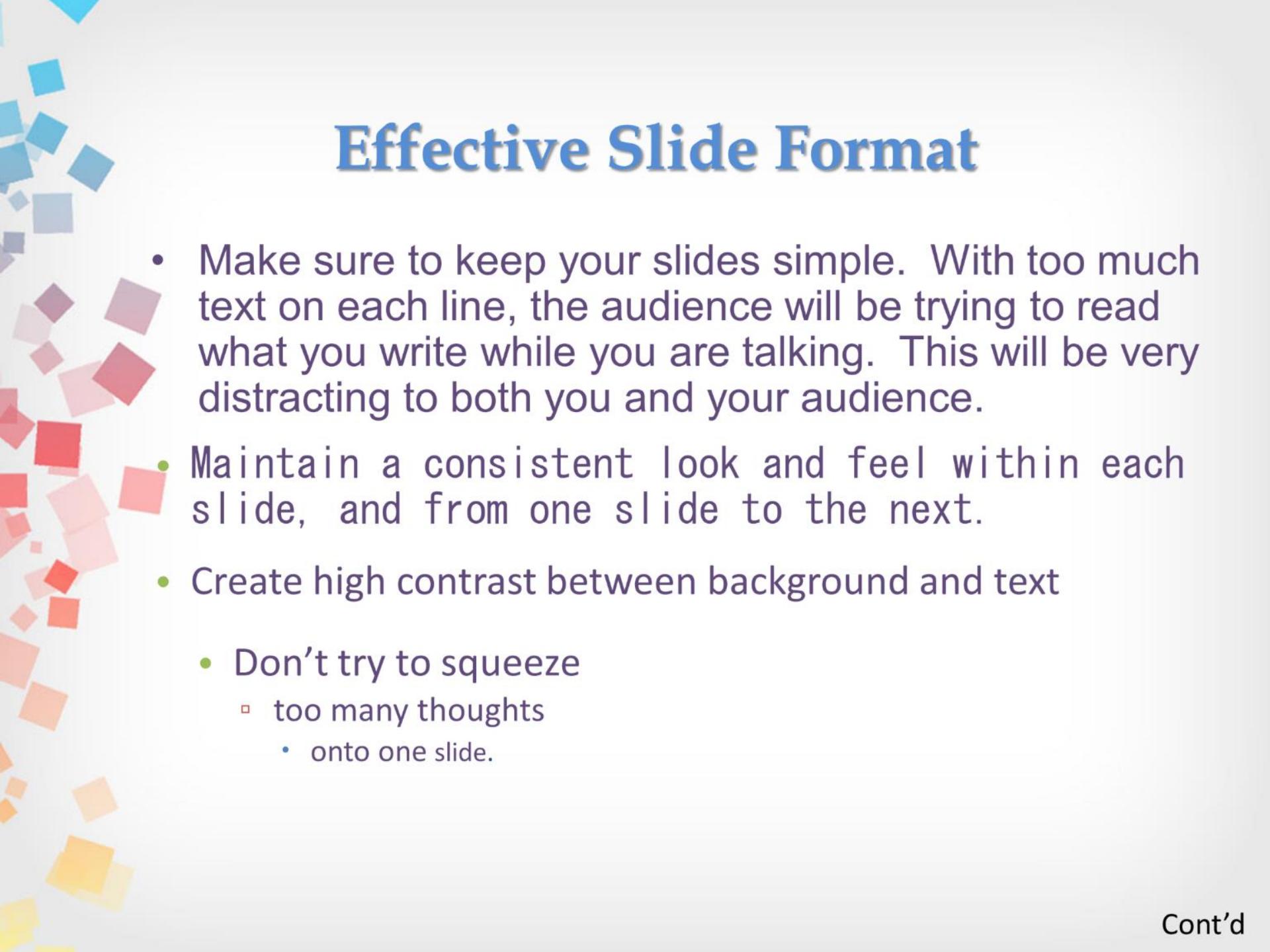
Stress
Management for
Presentations

**Presentation
Tips**



Effective Slide Format

- Keep slides simple
- Maintain a consistent, easy-to-read style
 - Colors, Fonts
- Accurate spelling and grammar
- 7 x 7 rule:
 - Max 7 lines per slide (3 – 5 is best)
 - Max 7 words per line



Effective Slide Format

- Make sure to keep your slides simple. With too much text on each line, the audience will be trying to read what you write while you are talking. This will be very distracting to both you and your audience.
- Maintain a consistent look and feel within each slide, and from one slide to the next.
- Create high contrast between background and text
 - Don't try to squeeze
 - too many thoughts
 - onto one slide.

Colors

- Keep them simple and consistent
- Use no more than five colors for charts or graphs
- Use no more than two colors for text
- Use colors with high contrast
- Be careful with red because the eye will naturally go there first



Fonts

- Fonts are **like colors**, use sparingly
- Be consistent from slide to slide
- *Don't overdo the use of italics, bolding and shadows*
- DO NOT USE ALL CAPS
- Normal Capitalization Is Easier To Read

Fonts

- You should not have to ask: “Can you see that in back”
- Titles should be 38-44 pt. font size
- Text should be 22-28 pt font size

44 pt.	40 pt.
36 pt.	24 pt.
18 pt.	14 pt.

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Thanks

Wish You Good Luck