

High Impact Presentations



Skills House



Outline

- Introduction
- Preparation
- Building A Presentation
- Presentation Delivery
- Online Presentations
- Presenter's Characteristics
- Stress Management For Presentations
- Tips For Effective Presentations

Introduction



Introduction

Preparation

Building
A Presentation

Presentation
Delivery

Online
Presentations

Presenter's
Characteristics

Stress
Management
For Presentations

Introduction

“

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

Introduction

Cont'd

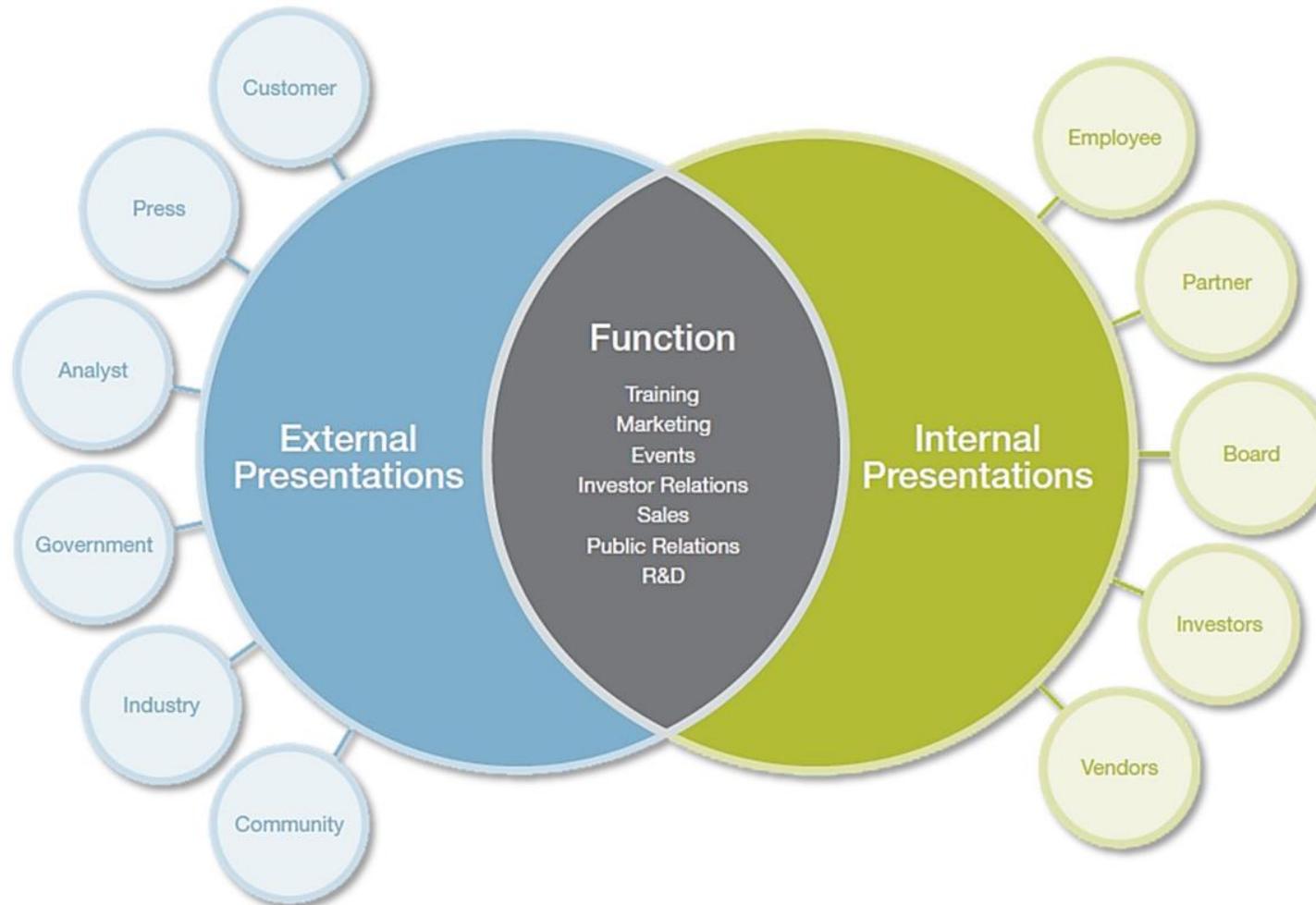
Unbearable
Presentations



Introduction

Cont'd

Why Do We Need Presentations?



Introduction

Cont'd

Nobody is a naturally born speaker!



Introduction

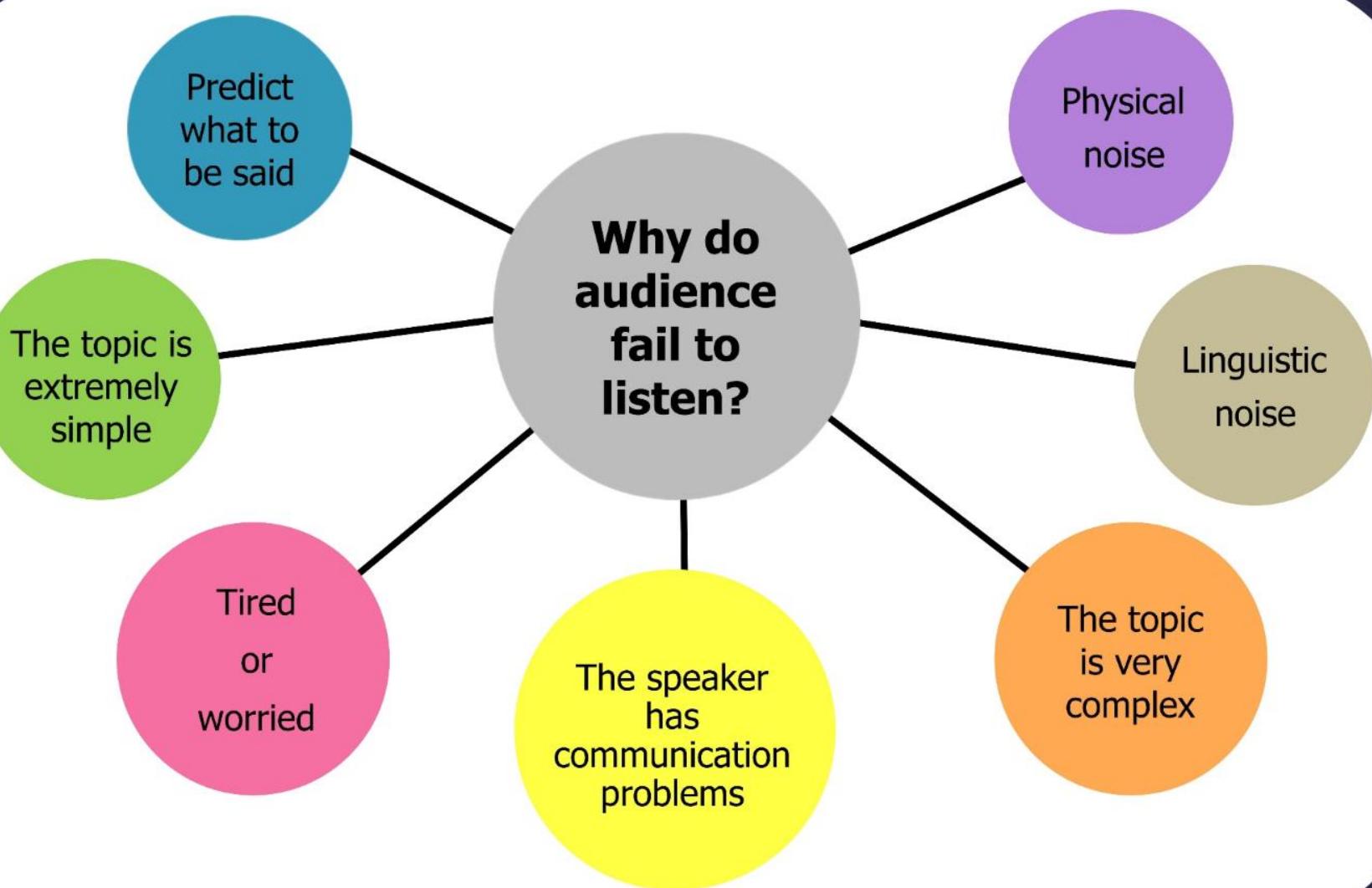
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- Average talking speed = **150** word per minute
- Average listening speed = **500** word per minute



Introduction

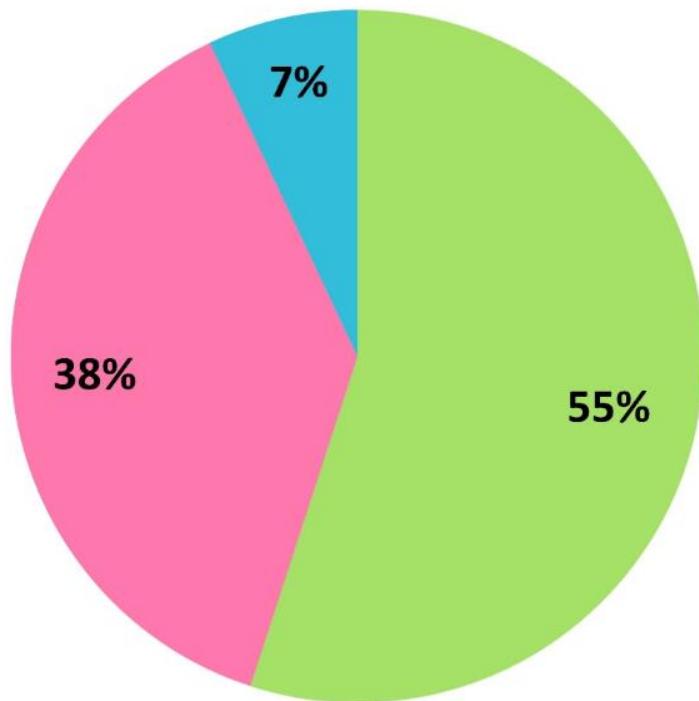
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Introduction

Cont'd

Communication elements that directly affect audience:



- Visuals and Body Language
- Voice
- Literal Content

Preparation



Introduction

Preparation

Building
A Presentation

Presentation
Delivery

Online
Presentations

Presenter's
Characteristics

Stress
Management
For Presentations

Preparation

Fail to Prepare

..... Prepare to Fail



Preparation

Cont'd

Presentation Purposes:



Inform



Entertain



Persuade



Inspire

Preparation

Cont'd

Objective Clarification

Identify the required output
of your presentation



Preparation

Cont'd

Objective Clarification

Your objective should be: **SMART**



Preparation

Cont'd

Activity

S. M. A. R. T.



Preparation

Cont'd

Identify your audience

Ws ?

- **Who** will attend?
- **What** do they expect?
- **Why** will they attend?

- Education
- Position
- Experience
- Previous training

?

- Number
- Age
- Culture
- Interests

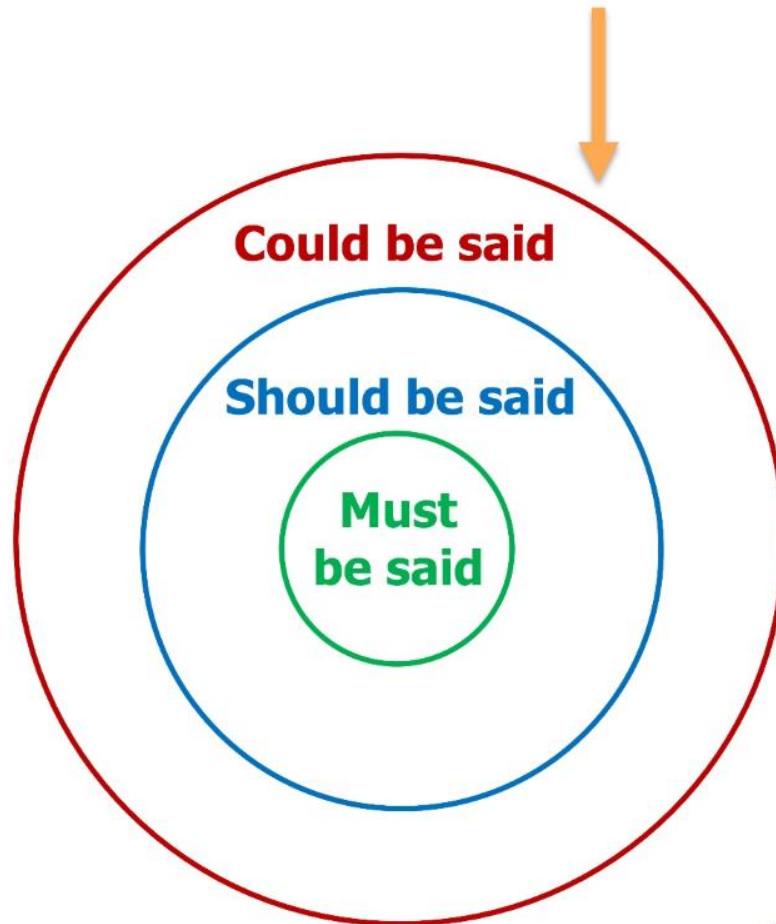
?

Preparation

Cont'd

Map of ideas → **Select** → **Organize**

Brainstorm



Building A Presentation



Introduction

Preparation

**Building
A Presentation**

Presentation
Delivery

Online
Presentations

Presenter's
Characteristics

Stress
Management
For Presentations

Building A Presentation

Cont'd

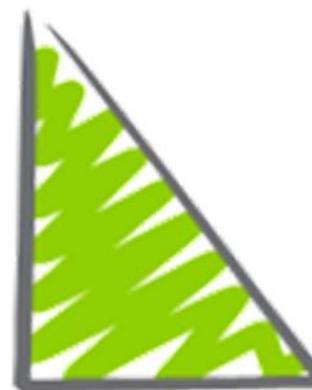
Any presentation structure is composed of:



Opening



Body



Closing

Building A Presentation

Cont'd

Presentation **Opening**

- Greeting + Smile
- Self-introduction + Credentials
- Objective + Benefit
- Agenda

Building A Presentation

Cont'd

Presentation **Opening**

Presentation openers:

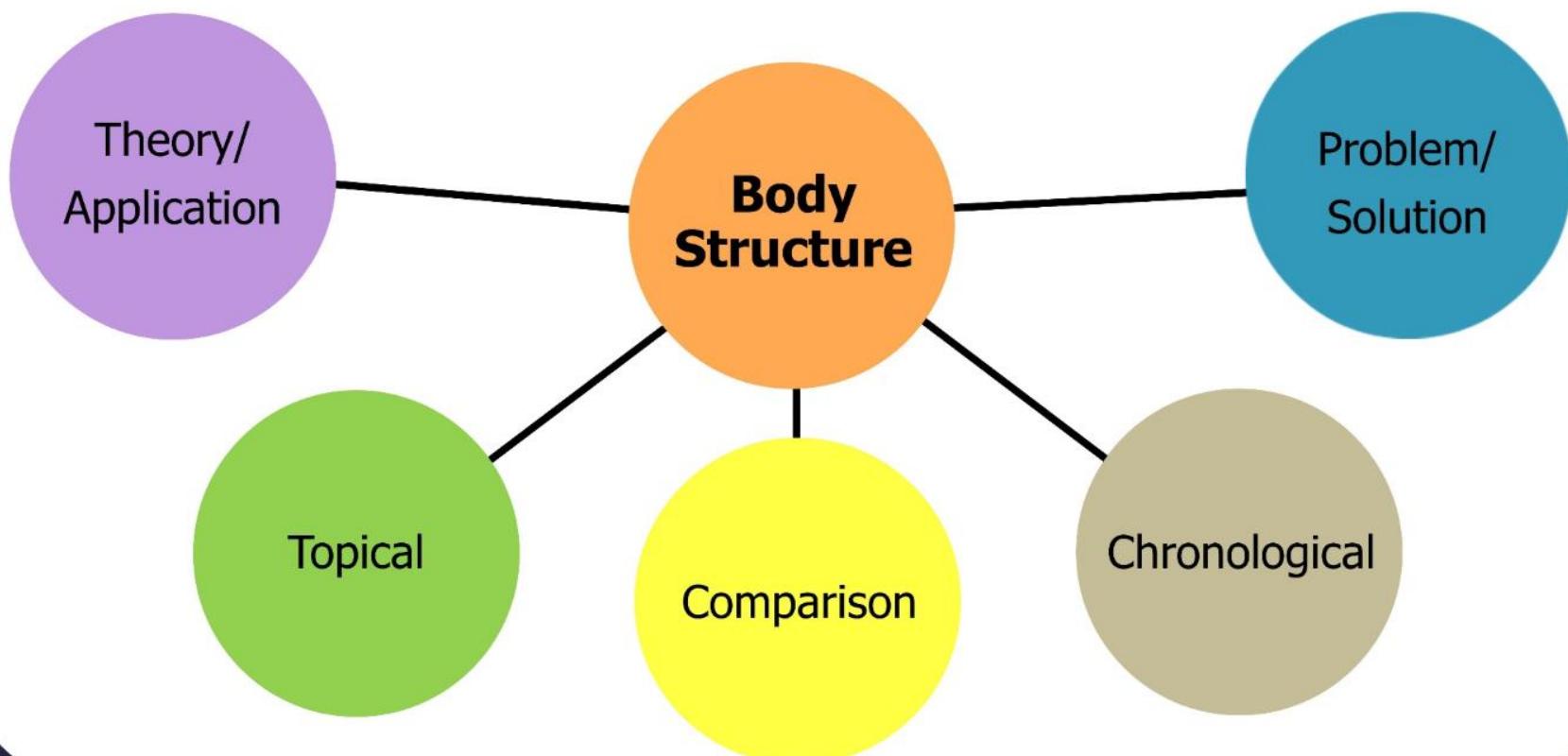
- Question
- Quotation
- Anecdotes
- Sense of Humor
- Amplification
- Historical Background

Building A Presentation

Cont'd

Presentation Body

Body structure:



Building A Presentation

Cont'd

Presentation **Body**

- Give your audience an overall framework
- Summarize after every section
- Follow your presentation structure
- Repeat key points
- Illustrate data





Building A Presentation

Cont'd

Presentation **Closing**

- Summary
- References
- Questions and answers
- Call to action
- Thanks + Smile

Building A Presentation

Cont'd

Presentation **Closing**

Powerful ways to close your presentation:

- Quotation
- Anecdote
- Refer to the opening message
- A powerful visual

Building A Presentation

Cont'd

Presentation with **Visual Aids**

- Slides
- Flip Charts/ Whiteboards
- Posters
- Handouts
- Artefacts
- Videos



Building A Presentation

Cont'd

Using **Videos**



Presentation Delivery



Introduction

Preparation

Building
A Presentation

Presentation
Delivery

Online
Presentations

Presenter's
Characteristics

Stress
Management
For Presentations

Presentation Delivery

Most common delivery methods:

Reading 

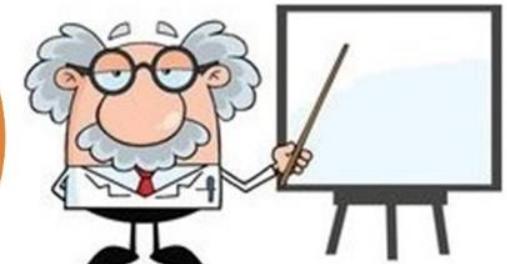
Memorizing 

Speaking 

Presentation Delivery

Cont'd

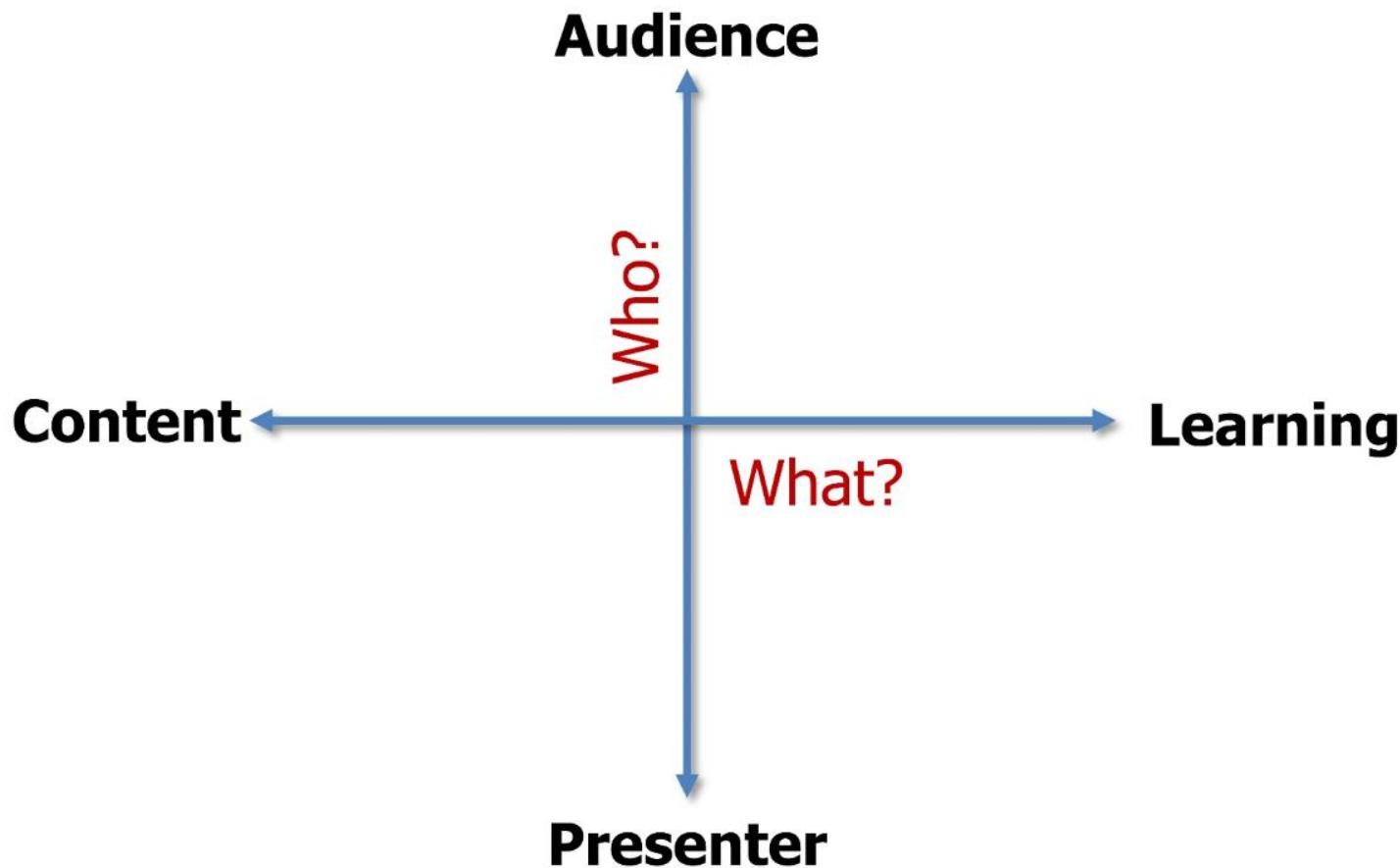
Identify your style



Presentation Delivery

Cont'd

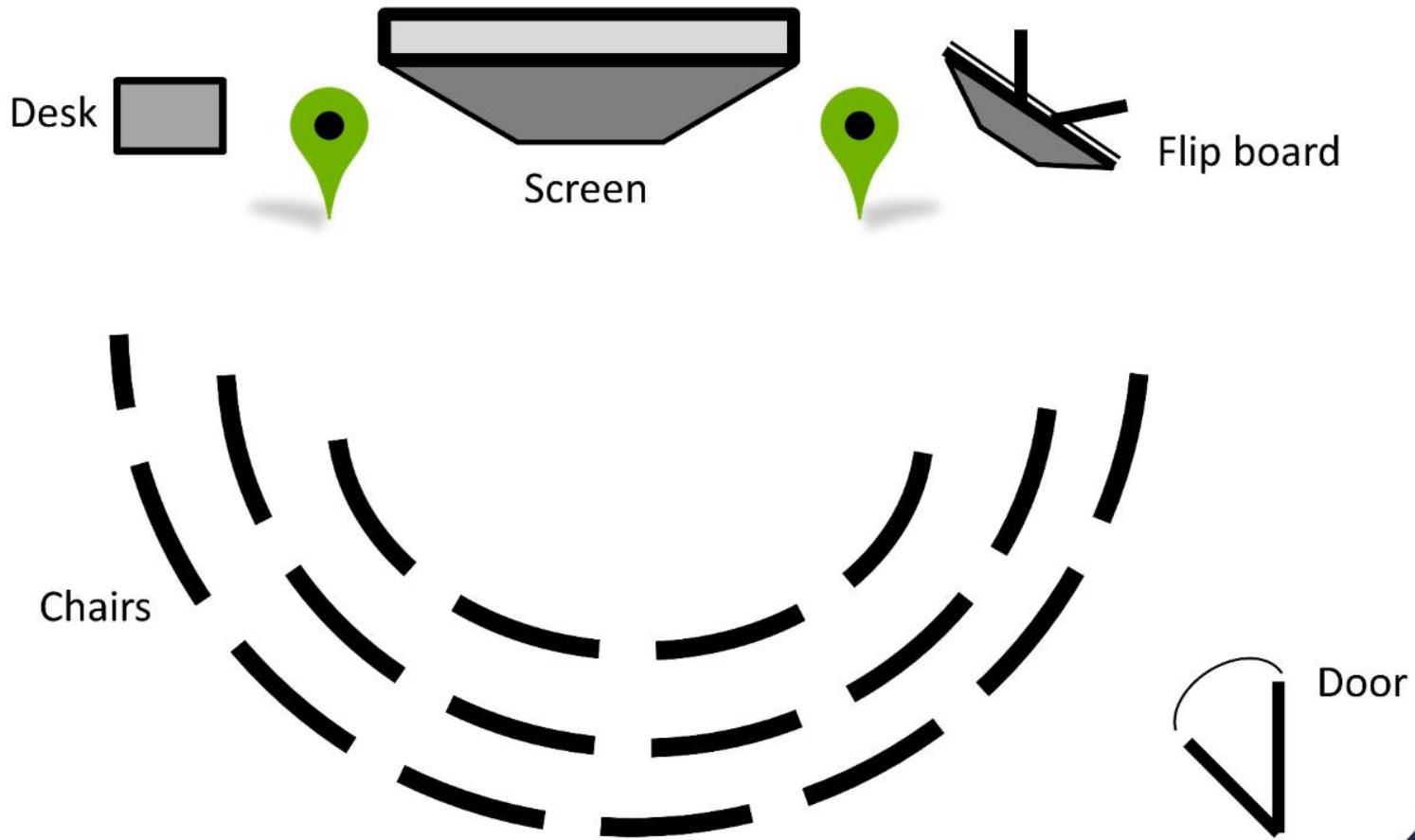
What is your primary concern?



Presentation Delivery

Cont'd

Room Setup



Online Presentations



Introduction

Preparation

Building
A Presentation

Presentation
Delivery

Online
Presentations

Presenter's
Characteristics

Stress
Management
For Presentations

Online Presentations

Tips for effective online presentations:

1. Find a quiet place, free from possible interruptions.
2. Well-lit place with plain background.
3. Check your internet connection, computer's audio and computer's camera.
4. Use high quality microphone. Make sure your audience can hear you and only you.
5. Ask your audience to mute their microphones when they are not speaking.



Online Presentations

Cont'd

Tips for effective online presentations:

6. Always keep your camera On even when you're sharing a screen.
7. Look at the camera all the time.
8. Practice using your online meeting software (Microsoft Teams, Zoom, Webex, Skype, etc.).
9. Use simple slides and with large font, as most of your audience are using laptop or mobile.
10. Have another laptop at the ready in case you encounter a problem.

Online Presentations

Cont'd

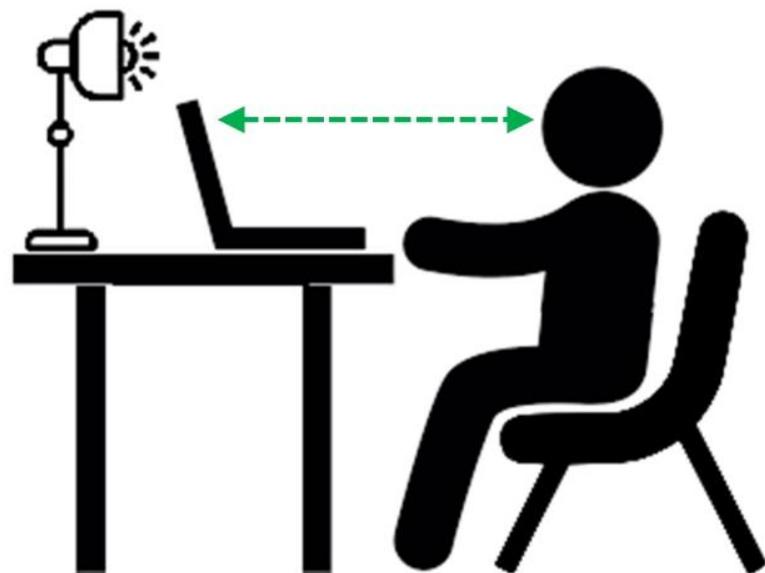
Tips for effective online presentations:

11. Close any unnecessary applications to ensure that they don't interfere with your online meeting software, especially applications that require a substantial amount of memory or bandwidth.
12. Create more slides, with less information, and switch between them more frequently.
13. Regularly re-engage your audience's attention.
14. Never neglect questions/comments in the chat or raised-hand signs.
15. Get used to talking to yourself.

Online Presentations

Cont'd

Tips for effective online presentations:



Camera Setup

Presenter's Characteristics



Introduction

Preparation

Building
A Presentation

Presentation
Delivery

Online
Presentations

Presenter's
Characteristics

Stress
Management
For Presentations

Presenter's Characteristics

Body Language

- Smile
- Eye contact
- Hand gestures
- Position
- Posture



Presenter's Characteristics

Cont'd

Voice

Volume

How loud the voice is

Intonation

The rise and fall of your voice

Pitch

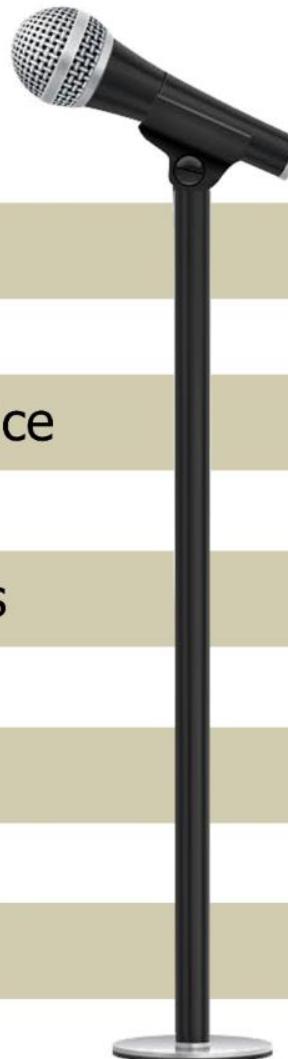
How high or low the tone is

Pace

The speed of your voice

Tone

The idea behind your voice



Stress Management For Presentations



Introduction

Preparation

Building
A Presentation

Presentation
Delivery

Online
Presentations

Presenter's
Characteristics

Stress
Management
For Presentations

Stress Management For Presentations

Symptoms of a Nervous Speaker:

- Sore throat
- Voice ruin
- Sweat
- Shaking knees
- Shaking hands
- Nervous laugh
- Mind blank





Stress Management For Presentations

Cont'd

Causes of Tension:

- 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

Cont'd

Strategies to Deal with Tension:

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



Stress Management For Presentations

Cont'd

On Day of the Presentation

- Expect that you will feel some nerves or anxiety.
- Think positively: don't jump to conclusions about people's reactions.
- Try to relax yourself physically.
- Be careful about what you eat and drink.
- Reward yourself for a job done.

Stress Management For Presentations

Cont'd

“

There are two types of speakers,
those that are nervous
and those that are liars.

”

Mark Twain, Author

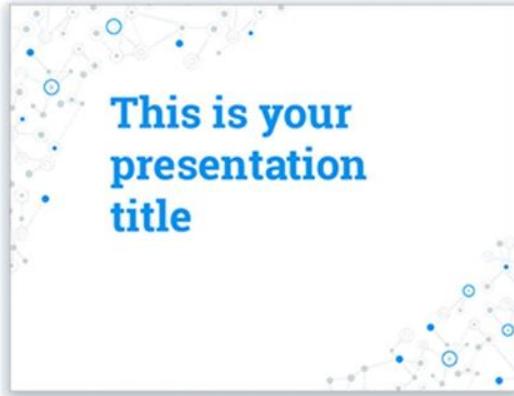
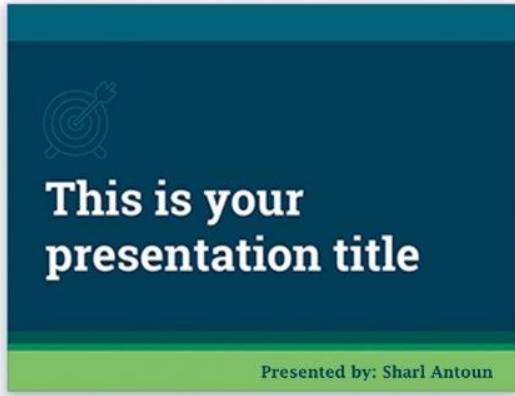
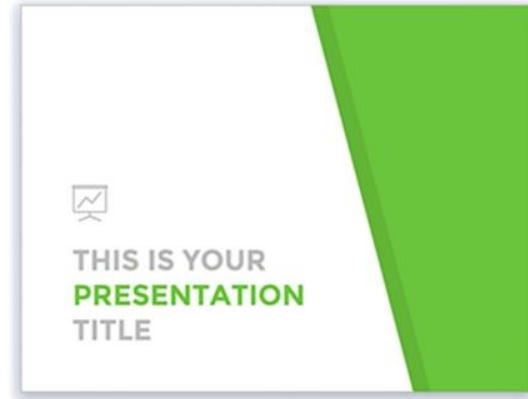
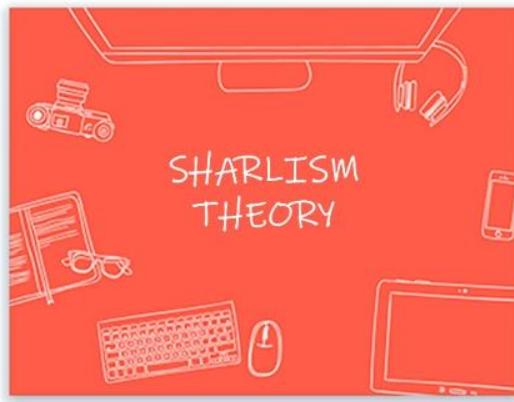
Tips For Effective Presentations



1- Dress To Impress



2- Keep Slides Simple



3- Slides Are Not Prompter



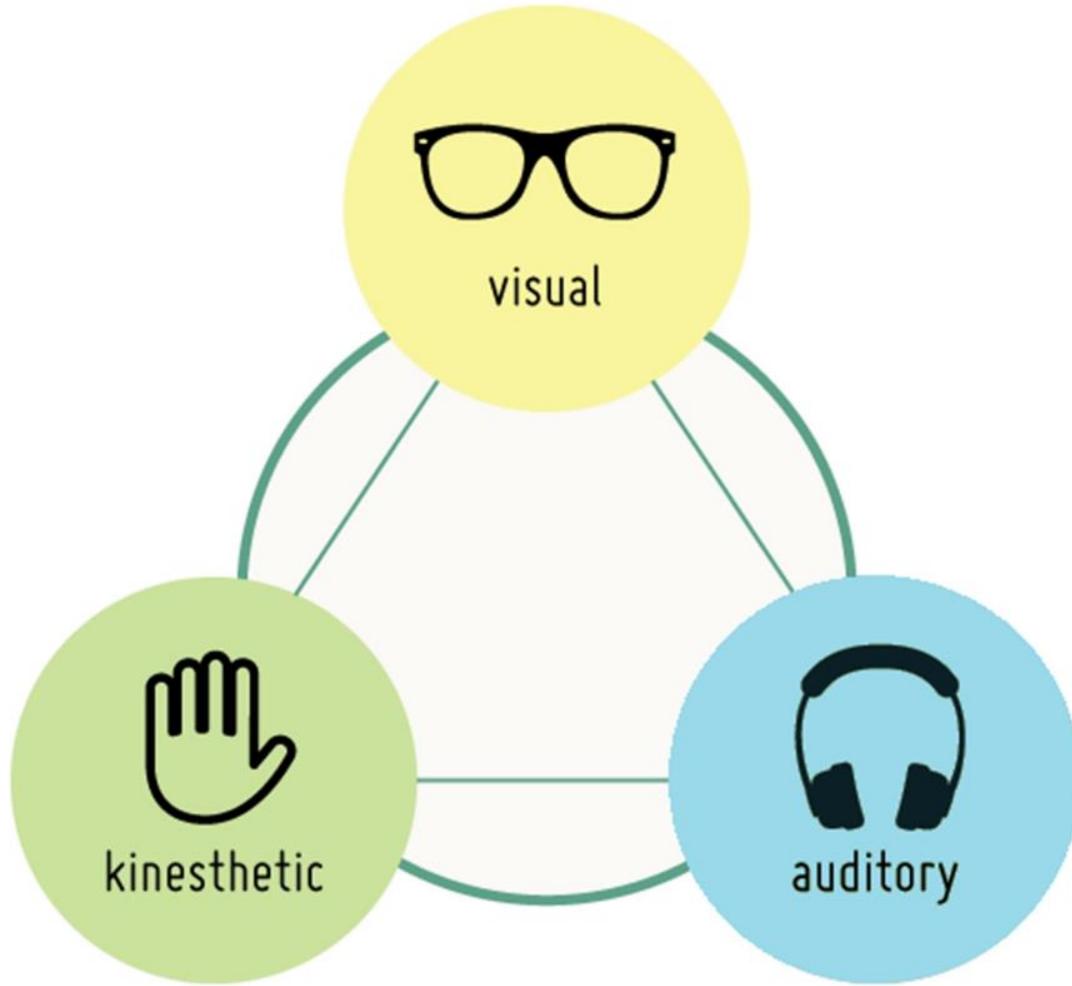
4- Welcome Questions And Answer Respectfully



5- Manage Time Efficiently



6- Consider How People Learn



7- Don't Forget To Use "Continued"

Sharlism Theory

1 - Etymology
The origin of the word "Sharlism" is still unknown, however some historians claim that the term was coined by an Egyptian Engineer in 2010.

2 - Theory
Sharlism is a philosophical metaphysical theory, that has no precise definitions or dimensions till today, as the owner of the theory intended to keep it incomplete and mysterious.

3 - Criticism
There was no record of any criticism or rejection of the theory. Nevertheless, substantial number of questions rotate around the core of the theory every day.

Sharlism Theory

4 - Application
The theory has no specific application till now. Many scientists attempted to perform some real-life applications yet results were insignificant.

5 - Further Readings
Resources about Sharlism theory are extremely rare and almost impossible to find, therefore, we highly recommend that you forget about this theory and find something better to do.

Cont'd

8- Use Trustworthy Data Sources

Is the Science Content Compelling Enough to Read?

Is the Media Outlet's **Science** Coverage Driven Mostly by **Evidence**?



Created by:  AMERICAN COUNCIL ON SCIENCE AND HEALTH

RealClear Science

9- Be Enthusiastic



10- Reflect

Excellent

Very good

Good

Average

Poor

Thank You