



Group Presentations



Public Speaking

Agenda

- Introduction to group presentations
- Planning for team success
- Handling Common Issues

Individual commitment

to a group effort --
that is what makes
a team work.

Vince Lombardi



Group v. Individual Presentations

Group presentations require

- Greater coordination & planning
- Scripting
- Rehearsing together

Roles



MC



Presenter



**Slide
Changer**

Duties



MC

- Introduce the speech & team of presenters
- Transition between speakers
- Conclude the presentation
- Moderate Q&A

Duties



Presenter

- Know their section of the speech
- Effectively transition from previous speaker to their own section
- Handoff to the next speaker or back to the MC

Duties



**Slide
Changer**

- Know all the transition points for slides
- Be able to effectively change the slide without being prompted by the speaker

Planning for team success



Planning

- Group agreement on main points and outline for presentation
- Group discussion of the goals and objectives for individual sections **BEFORE** the section leaders works on the outline/text

Integration

- Integrate individual sections so that content isn't unnecessarily repeated and it sounds like a unified voice



Editing

- To present a clear and coherence message, group editing of the speech will be required so that all the sections flow seamlessly. This may include:
 - Reordering sections
 - Removing sections
 - Revision

Visual Aids

- Once a draft outline and script is completed, then a team member/s can start developing visual aids and a slide presentation

Timeline Management



- Group presentations are not prepared the night before
- Some corporate group presentations take weeks to prepare, practice, and revise
- Planning enough time for success

Keys to effective group presentations



- Group Rehearsals
- Planned transitions at logical points
- All speakers know their sections really well

Group Rehearsals

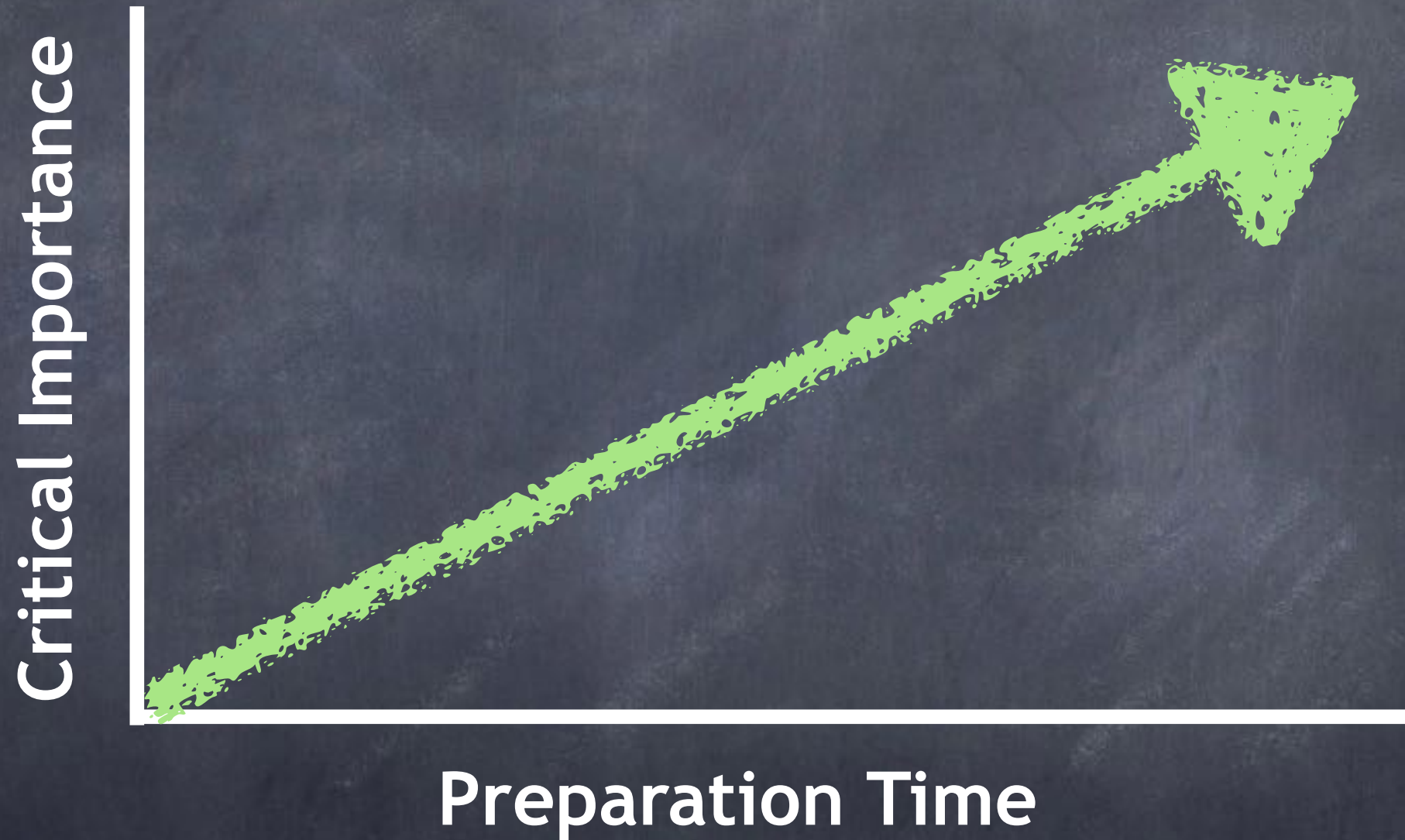
- Try to mimic real presentations conditions for rehearsal
- Rehearsals can expose the need to revise sections, change ordering, or edit out content for time



Group Rehearsals

- Once or twice is not enough practice when presenting as a group (especially if you have never presented as this group of speakers before)
- Optimally at least one practice will be in the venue you will be presenting as a group

Group Rehearsals



Content Knowledge

- Speakers should sound informed about the content being presented
- Flawless transitions and expert tone

Transition Points



Symptoms of dysfunctional groups

- Speakers try to correct/make up for mistakes of other team members (out of order)
- Speaker reads cards and sounds as if they are learning the material at the same time
- Speakers unaware of slide transitions and other speaker's sections

Body Language

Do's

- Look attentive and interested
- Limit movements
- Good Posture
- Look at audience

Don't

- Don't look like a zombie
- Fidget
- Distract audience from the current speaker
- Talk to other team members

Vocal Delivery

The team should speak in one-voice

- Tone
- Wording choices
- Enthusiasm

The background of the image is a close-up photograph of a brick wall. The bricks are arranged in a traditional running bond pattern. They vary in color, with shades of red, orange, and brown, and some show signs of weathering or staining. The mortar joints between the bricks are a light, off-white color. Overlaid on the right side of the image is the text "Handling common Issues" in a large, white, sans-serif font. The text is arranged in three lines: "Handling" on the top line, "common" on the middle line, and "Issues" on the bottom line. The font is bold and clear, contrasting sharply with the textured background.

Handling common Issues

Q&A Sessions



The Slacker

Options

- Edit them out of the speech
- Reassign their sections
- Peer Pressure to get their act together

Handling mistakes

- Don't draw attention to them ... move on
- If so egregious, have a plan such as the MC will be the only team member to clarify