

The background is a dark gray field filled with a complex, interconnected network of small white dots and thin white lines. The dots are scattered across the frame, with some forming dense clusters and others standing alone. The lines connect these dots, creating a web-like structure that suggests a network or a molecular model. The overall effect is a sense of depth and complexity.

WHY DOCUMENT?



# AGENDA

INTRODUCTION

BENEFITS

DRAWBACKS

IMPLEMENTATION

LIFECYCLE



# INTRODUCTION

WHY DOCUMENTATION MATTERS





## INTRODUCTION CONTINUED...

- Creates uniformity and promotes knowledge sharing.
- Creates consistency in processes and standardizes procedures.
- Essential for quality and process control
- Increase efficiency and security



# THE POWER OF COMMUNICATION

# BENEFITS

DOCUMENTATION IS GOOD

# POSITIVES OF DOCUMENTATION

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

# NAVIGATING Q&A SESSIONS

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

# SPEAKING IMPACT

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



# DYNAMIC DELIVERY

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

# FINAL TIPS & TAKEAWAYS

## 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

Brita Tamm

502-555-0152

[brita@firstupconsultants.com](mailto:brita@firstupconsultants.com)

[www.firstupconsultants.com](http://www.firstupconsultants.com)