



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

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