

[Virtual] Presentation Skills

Communication Series

ReBoot July 2020



Agenda

1 Concerns
& Ambition

2 Content

3 Benchmark
Review

4 Physical
Skills

5 Putting it
all together



Speed Pod Work

BIGGEST CONCERN WHEN IT COMES TO DELIVERING AN EFFECTIVE PRESENTATION

- Nerves
- Brain pause / malfunction
- KNOWING THE AUDIENCE (GETTING IT WRONG)**
- Fear
- Hands! What to do with unintentional movement
- Expressing our confidence (real life and virtual)
- Clarity and precision of content
- Anxiety / blank mind / loosing train of thought
- Self-consciousness
- Sufficient practice after preparing the content
- Lack of industry experience
- Speed! Talking too fast
- Individual communication skills matter (very much)
- Subject knowledge (and the communication of it)

COMPLICATIONS THAT MIGHT ARISE NOW THIS IS VIRTUAL

- Lack of feedback
- Time lag...
- Wifi connections...
- Gesturing
- LACK OF EYE CONTACT AND LACK OF SOCIAL SIGNALS (NON-VERBAL CUES)****
- How to express your confidence without being able to stand up as such
- What to do with the silence
- Being able to see yourself present! (very unnatural!)
- Need to look at the camera ☺
- Background
- Careful about sharing too much of your screen ☺
- Forgetting to hit stop / mute
- Interruptions (from your own home!)

WHAT YOU WOULD LIKE TO GET FROM THE SESSION

- More confidence!
- Clarity in 'how to' present
- Eliminate fear
- A JOB!
- Confidence!!
- Body language tips
- Inclusive presentation style ☺
- Tips for virtual presentation
- Comfortable with ourselves
- Getting to practice in a safe environment
- Receiving constructive feedback
- Seeing different perspectives
- Time management (career-long work in progress for me!)

Content Delivery and Creation

The Triangle



Content Delivery

Goals?



Clear

Concise

Memorable



The Triangle



Topic:

Owning my career gap

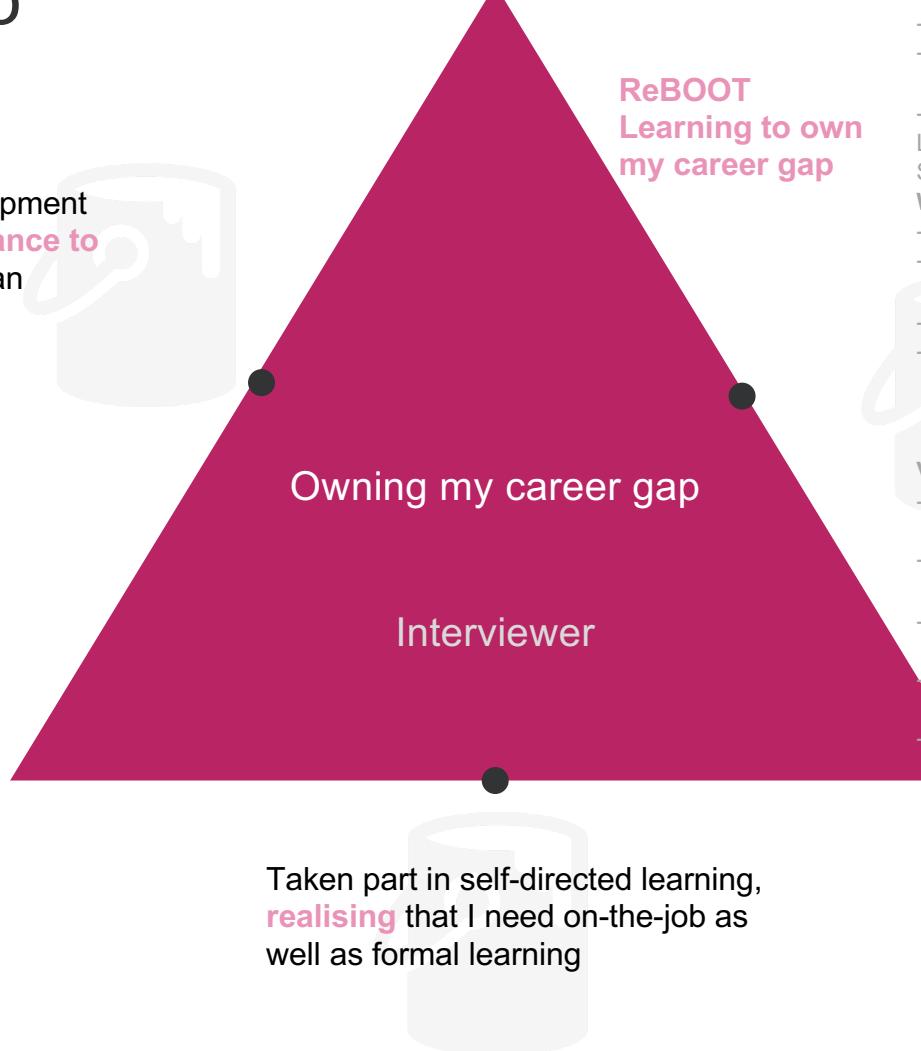
Audience:

Interviewer



Triangle Demo

Experience in software development
Company was taken over, **chance to revisit** where best I can help an organisation (in the future)



Notes:

Talk me through your career gap?

- Background is software development (digital TV)
- In software services
- Taken over, new environment, experience shift
- Large projects being off-shored
- Shift to PM, not so suitable for me, identified not a great fit

Made the move to take a break
Looking for new opportunities . COVID-19
Short gap

What have you done in your gap?

- e.g. ReBOOT?
- Taking ownership of career path
- Online training (AWS and Google Cloud platform)
- Recognised need for lack of –on-the-job recent experience, due to the recent (pro-active) focus on self-directed learning

Value of these skills?

- Varied, broad experience (more generalist, less specialised)
- Opportunity to step back, reflect, find your ‘best fit’, and figure out how to get there
- Chance to work on yourself, and not in a role (a sort of luxury not many have)
- Space for reflection – awareness of what is not a good fit (and what it)
- Communicating my own skills and their value!

Coffee Break



Virtual Basics



Before



You can take notes on Page 37 of Handbook

Virtual Basics

Eye-level camera

Two, three feet away

Just below shoulders, just above head

Face a window

Consider the background

Turn off notifications (on all devices)

Feet on the floor

Gestures up



Benchmark Review

Your video snippet





Benchmark Review

Part 1:

You will find your snippet in email/WeTransfer

What do you notice about your eyes?

Where were you looking?

What are you doing with your head, shoulders, hands and arms? Your body in general?

What do you notice about your tone of voice and your words?

10 minutes, turn off your camera and hit mute for this, come back when you are ready



Eyes



Eyes



More focus | More confidence | More connection

Physical Energy





Physical Energy

Feet planted

Volume up

Gestures up

Putting it all together: Deliver your triangle



Delivering The Triangle



Tell them what you are going to tell them.
Tell them.
Tell them what you just told them.





Session close

Learning Action Points

[Virtual] Presentation and Interview Skills

1

Knowledge

What are 3 things you learned or were reminded about today?

2

Intended Actions

What are 2 things you want to do with today's material?

3

Application

What is 1 thing you will apply to your job search?