

Presentation Skills



Course Overview:

By the end of this course participants will learn how to:

- Prepare content of virtual presentations
- Deliver virtual presentations effectively
- Present solutions to clients

Key Topics:

- Module 1 – Characteristics of Effective Presenters
- Module 2 – Structure of Virtual Presentations
- Module 3 – Delivery Style of Virtual Presentations



Module 1: Characteristics of Effective Presenters



CAUSES OF THE AMERICAN REVOLUTION

RANJIT SINGH
PUBLIC SPEAKING 101



What do you think of his presentation?



What's the difference?

Characteristics of Effective Presenters



Confident



Enthusiastic



Credible



Organized

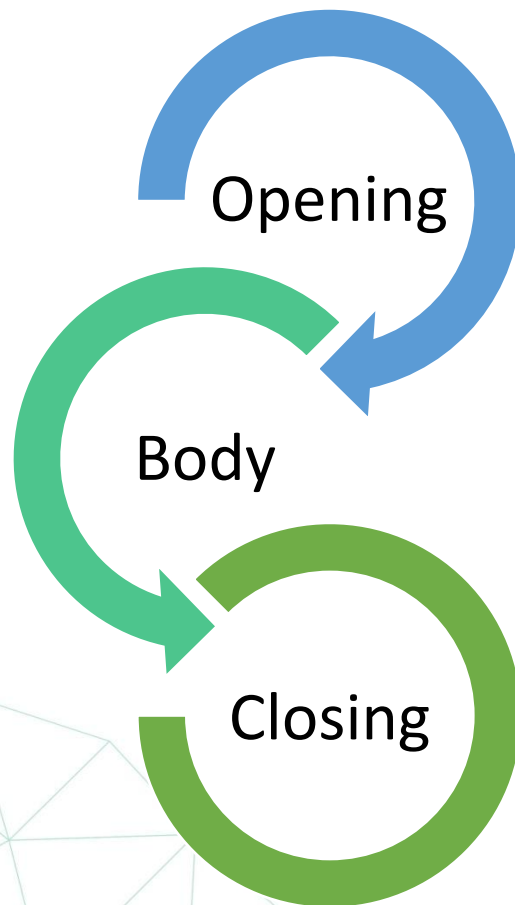


Can communicate ideas

Module 2: Structure of Presentations



Presentation Structure



1. Presentation Opening



A. Introduction and Welcome

- Start your presentation with a welcome and a quick introduction of yourself by giving background information on who you are.
- Also, thank your audience for their time and acknowledge their efforts and participation in the presentation.

1. Presentation Opening

B. Grabbing Attention

- Present an interesting question or problem.
- Show an interesting statistic, chart or image.
- Quote an influential or interesting person.



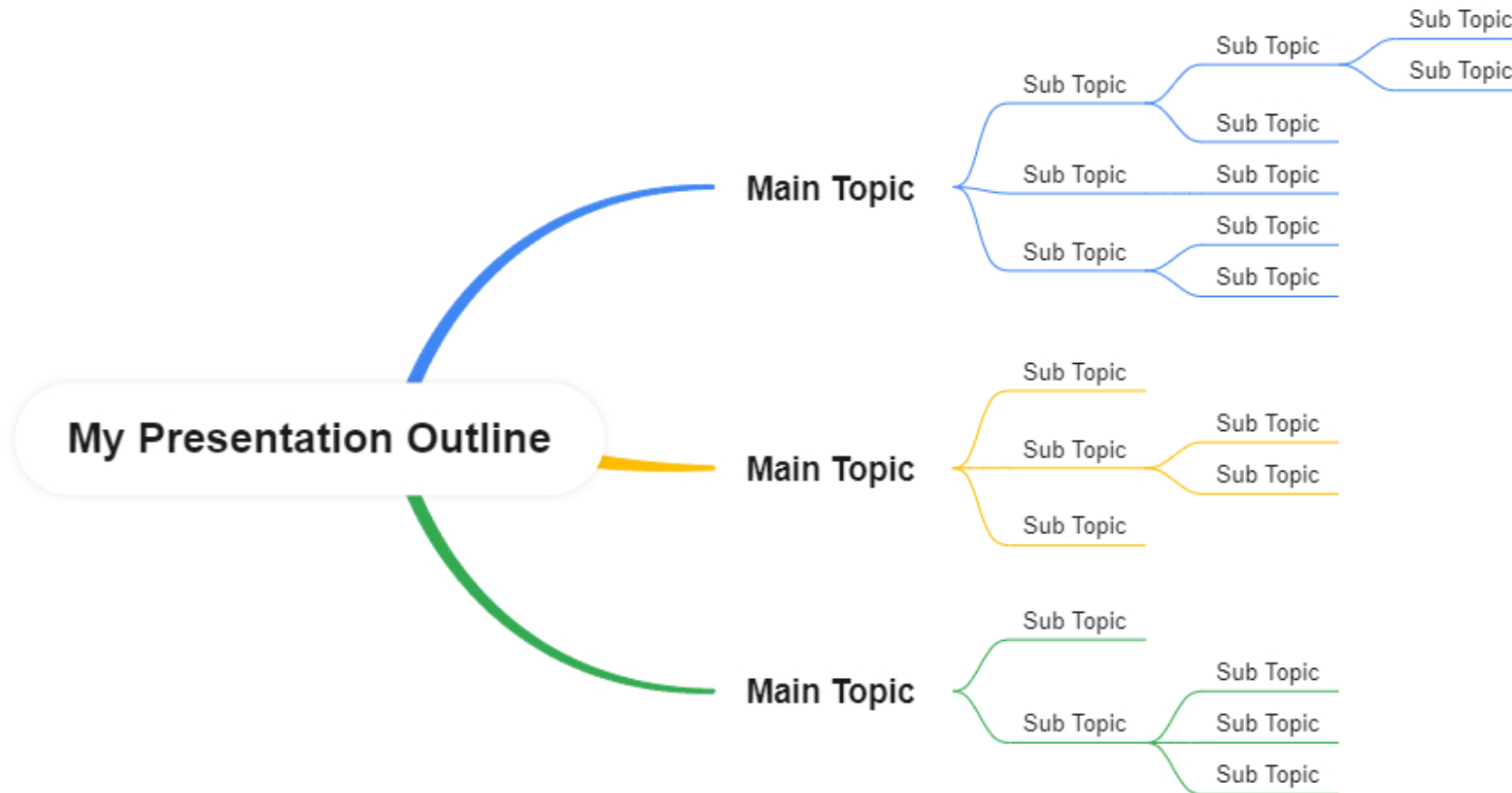
1. Presentation Opening

C. Agenda

- Present an outline of the main ideas you will cover in the presentation



2. Body Outline



REMEMBER

Keep it Simple

- Follow the “10-20-30” rule.
- Keep your main ideas to three or fewer key points. Mention them at the beginning and end of your presentation to ensure the audience remembers the most important message.



01		Objective #1 Insert your desired text here. This is a sample text. Insert your desired text here. This is a sample text.
02		Objective #2 Insert your desired text here. This is a sample text. Insert your desired text here. This is a sample text.
03		Objective #3 Insert your desired text here. This is a sample text. Insert your desired text here. This is a sample text.

3. Closing



CONCLUSION

- Provide a summary of ideas
- End with a key message
- Allow questions

What do you need to know about your audience?

Audience



**Audience
Background**



Audience size



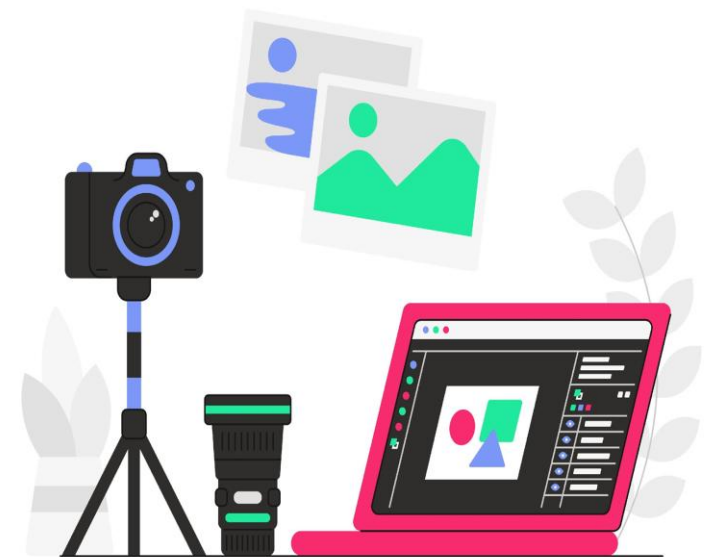
**Audience
Industry
Knowledge**



**What's in it for
them**

Using Visual Aids

- Reinforce and clarify key points.
- Engage audience's eyes and ears.
- Improve understanding and retention.
- Create consistency and balance.
- Inspire confidence in message legitimacy.



Visual Aids Tools

Online presentation software allows users to connect with their audience engagingly. These tools also incorporate images, create movement, and work across many platforms.



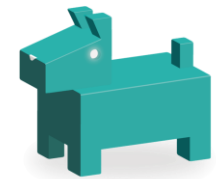
Prezi

Canva

Storydoc



POWTOON



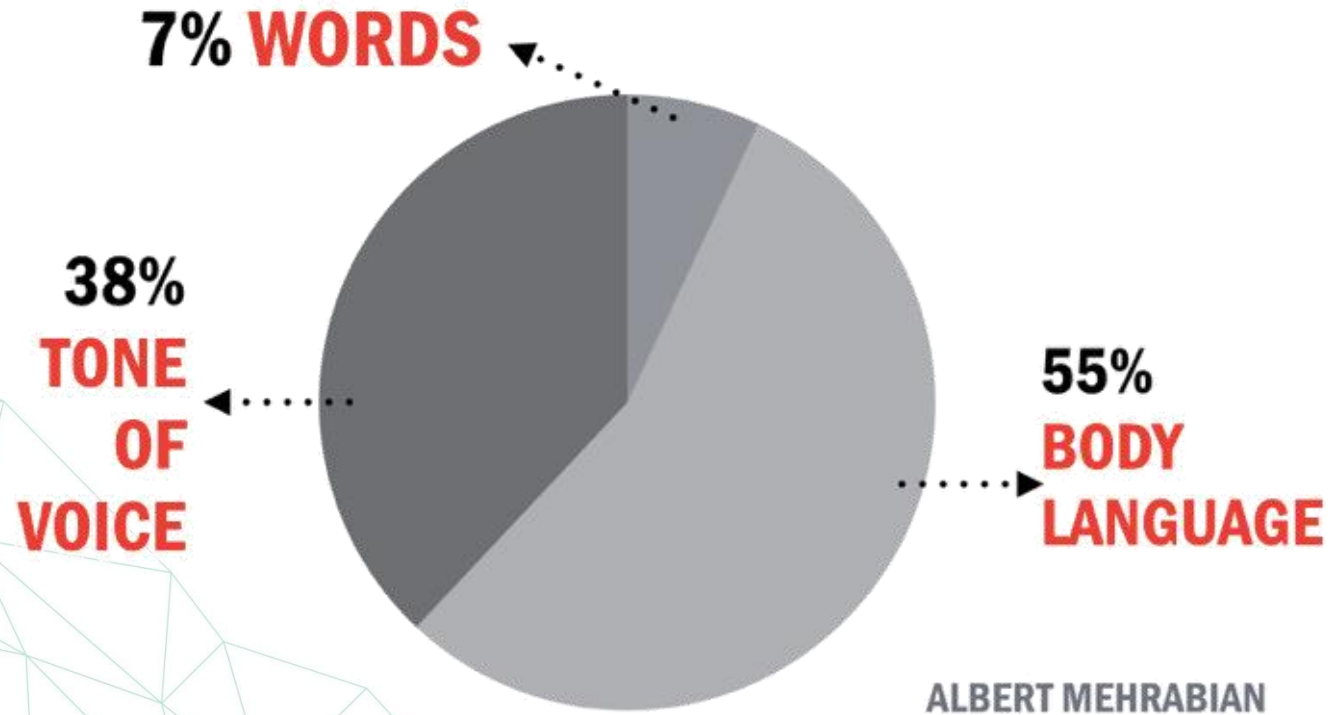
SlideDog



Module 3: Delivering Presentations



Nonverbal Communication



Body Language

Eye
Contact

Posture

Hand
Movement

Tone of Voice



Delivering Virtual Presentations



1. Proper Webcam, Lighting & Internet Connection



- First, check your webcam and lighting. Before you present, turn on your webcam and make sure you're visible.
- Use this time to also check your microphone and audio source.
- Check the background.
- Know the platform used.

2. Talk to the Camera



- Keep eye contact with the camera.
- If you're simply reading from a screen, it makes it seem like you're not confident in the content you're presenting.

3. Show Enthusiasm



- Displaying your interest and care for the topic or information you are presenting will engage and capture the audience's attention.



4. Use Your Voice Effectively

- Use a strong & confident speaking voice
- Vary your intonation
- Practice, practice, practice

5. Be Yourself



- The most important tip of them all is to be yourself.



Final Practice

In 2 minutes, present a technical idea to a client.

Q&A Session





Thank You!