Presentation Skills for Technical Officers

UCD DUBLIN

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Agenda

- **Your material**
- **Yourself**
- **Your audience**

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10 Worst Human Fears

10. Dogs
9. Loneliness
8. Flying
7. Death
6. Sickness
5. Deep water

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10 Worst Human Fears

4. Financial problems
3. Insects and bugs
2. Heights

1. SPEAKING BEFORE A GROUP !

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Introductions in Tables

- **Your name**
- **Your role**
- **What you would like to learn today**

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3 Areas to Control

- **Your material**
- **Yourself**
- **Your audience**

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Controlling your Material

How Adults Learn

- WIIFM
- Structure
- Doing
- Challenge
- Comfort
- Link to experience
- Feedback & guidance

Presentation Structure

Opening → Body → Close

Preparation

- What do I want to achieve?
- Who am I talking to?
- What do they know already?
- What will they want to know?

What is the Purpose?

Who?

- Their ability?
- Why are they attending?
- What are they hoping to get?
- Establish the gap

Structure

- **Focus**
  - Your viewpoint, action, benefits
- **Free Flight**
  - Brainstorm, few words, post its
- **Factor Groups**
  - Natural groups, edit, add, 6 groups max
- **Formulate**
  - Opening, body, conclusion

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Structure

- **Strong opening**
- **Clear introduction**
- **Maximum creativity**
- **Logical structure**
- **Tailored to audience**
- **Rules for questions**

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Structure

- **Minimum reading**
- **Maximum eye contact**
- **Reinforce key points**
- **Control time**
- **Powerful close**

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Aids to Retention

- **First**
- **Repeated**
- **Outstanding**
- **Linked**
- **Last**

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VHF

- **Visual - I see what you mean**
  - Map of Africa
- **Hearing - I hear what you say**
  - Waterfall
- **Feeling - I get the feeling**
  - Toast and marmalade

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Visual Aids

- **"Some things have to be seen to be believed" — Ralph Hodgson**
- **Visual aids are not just 'nice to have', they are essential**

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What's Wrong???

The golden rules are: OHP

- Keep it **simple** at the beginning and then work towards the more **complex**
- **Start off with information that is known** to the trainees to build confidence
- **Do not overload - stage and recap**
- Present the information in a **logical sequence**
- **Involve** thorough questions and help the trainees to reason
- **Avoid jargon** where possible, but explain where necessary
- Use **visual aids** to aid retention and to drive the message home
- Use **humour or gravity** to make a point, but beware of too much becoming a distraction

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PowerPoint Slides

- **Keep it short and simple**
- **Images**
- **Six words per line**
- **Six lines per slide**

PowerPoint Slides

- **Use standard templates**
  - **Title slide**
  - **Text slides**
  - **Table and graphs**
- **Ensure mathematical equations are readable**

Flip Charts

- **Framed**
- **Legible**
- **Images**
- **Colours**
- **KISS**

Equipment Problems

- **Projector won't work**
- **Cable problems**
- **Microphone problems**

Equipment Problems

- **Always have a Plan B!**
- **Be prepared to give your presentation without a projector**

Make pictures full size
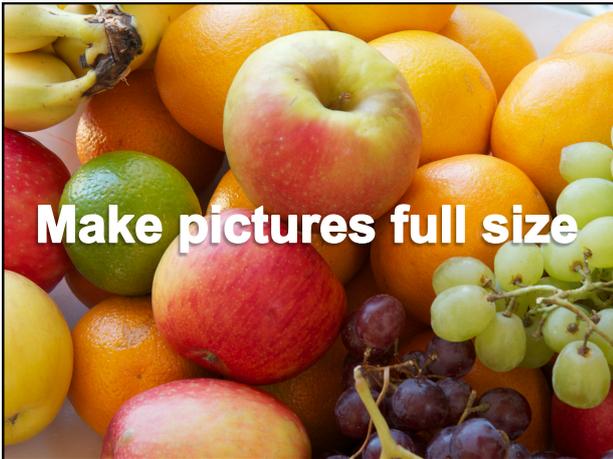
Tips!

- **Keep strictly to time**
- **Say "you" more than "me"**
- **Use their language – not yours**
- **Appeal to left and right brain**
- **Use images – actual and mental**
- **You are the best visual aid!**

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Simple Illustrations

Font Size

- **This is 36 point**
- **This is 32 point**
- **This is 30 point**
- **This is 28 point**
- This is 24 point
- This is 20 point
- This is 18 point

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White Text on Black

- **This is 36 point**
- **This is 32 point**
- **This is 30 point**
- **This is 28 point**
- This is 24 point
- This is 20 point
- This is 18 point

Templates and shapes such as this one and the following two slides are available to download from http://office.microsoft.com/en-us/templates/

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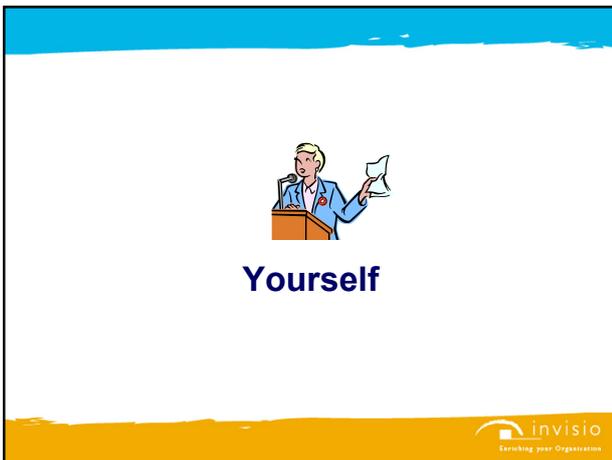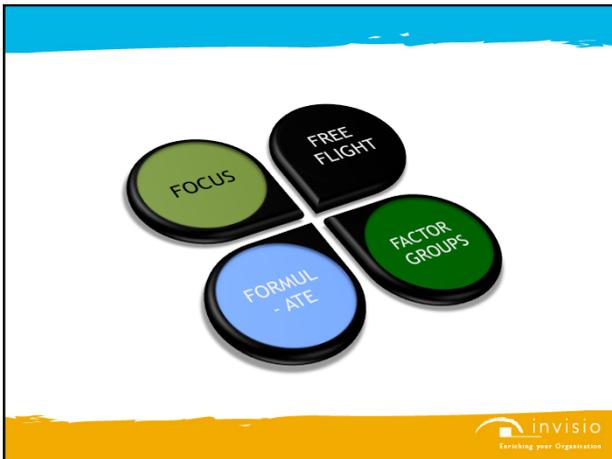
Yourself

Controlling Yourself!

- How do you recognise a nervous presenter?
- What makes you feel nervous?
- Tips for dealing with nerves?

The Hasak Factor

- Heart
- Stomach
- Knees

Dealing with Nerves

- Breathe
- Friendly Faces
- Audience Involvement
- Preparation
- Practice
- Visualise success
- Water – fight / flight

Dealing with Nerves

- **Environment**
- **Quiet moment**
- **Pass the monkey**
- **Time out**
- **Memorise - 15 minutes**

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Body Language

- **Attitude**
- **Open gestures, stance**
- **Emphasise gestures**
- **Hold notes, markers in one hand**
- **Empty pockets**
- **Check appearance**

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Eye Contact

- **Lighthouse technique - 2 seconds per person**
- **Include all**

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Your Audience

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Your audience

- **Who are they?**
- **What do they know already?**
- **What do they want to hear?**

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Challenging Participants

- **Psychological judo**
- **Reduce eye contact**
- **Plus – Minus – Interesting**
- **Behaviour – Impact – Feeling**
- **Reprimand in Private / Praise in Public**

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Challenging Participants

- "B" ing
  - Build on incomplete answers
  - Boost shy participants
  - Block the too talkative
  - Banter

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Difficult Questions

- Don't read!
- Reflect
- Deflect
- View positively
- Don't know
- Answers to the point

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**Success is a journey,
not a destination**

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