

The background features a green gradient with a white wavy line. In the upper portion, there are faint, semi-transparent silhouettes of five people sitting around a table, engaged in a meeting. In the lower-left foreground, there is a solid black silhouette of a man in a suit and tie standing next to a computer monitor.

Effective Presentation skills

Definition

- A presentation is a means of communication which can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team.



Presentation skills

- Following are the steps include in preparing effective presentation:
 - ✓ Plan
 - ✓ Prepare
 - ✓ Practice
 - ✓ Present



Planning



Planning

- Planning usually include following questions:
- Who is your audience?
- Why are they there?
- What is your goal?
- How long will it be?
- Where will it take place?



Prepare



Prepare

- Following points must keep in mind while preparing:
 - ✓ Structure
 - ✓ Prompt
 - ✓ Visual aids
 - ✓ Voice
 - ✓ Appearance
 - ✓ Style
 - ✓ Questions

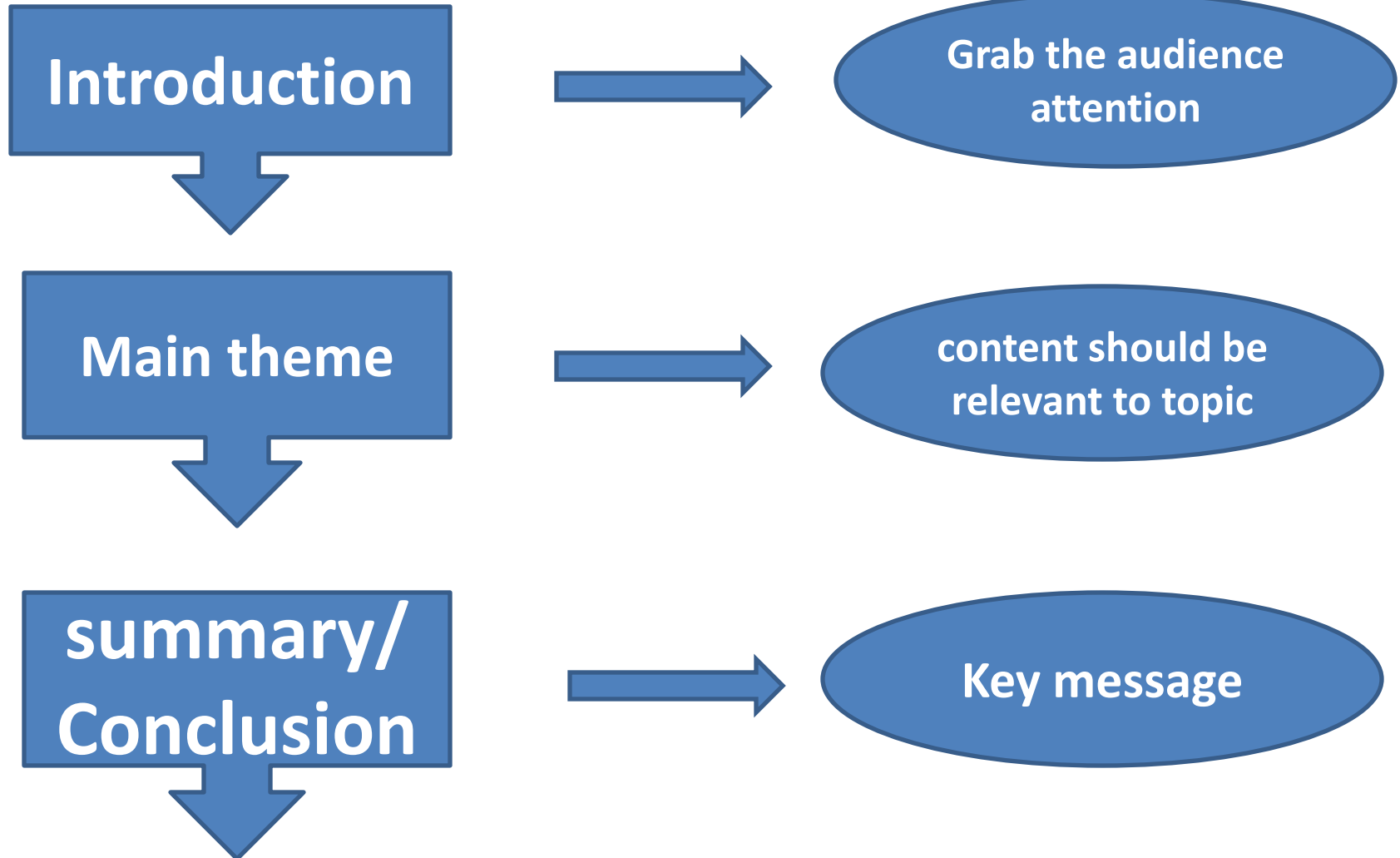


Structure

- Write your presentation in this order:
 - ✓ Objective
 - ✓ Beginning or introduction
 - ✓ Main content
 - ✓ Summary, conclusion and recommendations
 - ✓ Questions

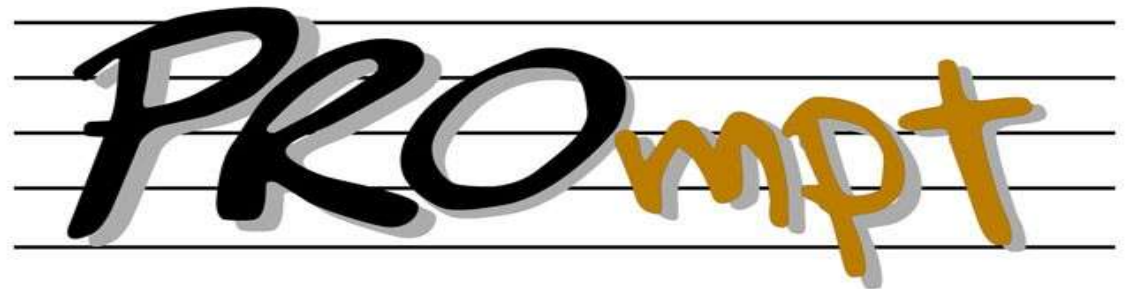


Structure



Prompt

- Short bullet points, key words only.
- Put your entire prompt onto your power point slides.
- These prompt are for you.



The word "Prompt" is written in a stylized, handwritten font on a set of five horizontal lines. The letters "P", "R", "O", and "M" are in black, while "P", "T", and "T" are in yellow. The word has a slight shadow effect.

Visual aids

- Use simple fonts, colors and graphs.
- Use images and clipart.
- 3 to 7 bullets per slide.
- Don't over crowd your slides, it will not look professional.
- New or different visual aids wake people up.



Voice

- Louder and clear than your normal pitch.
- Vary pitch and volume.
- Over emphasis

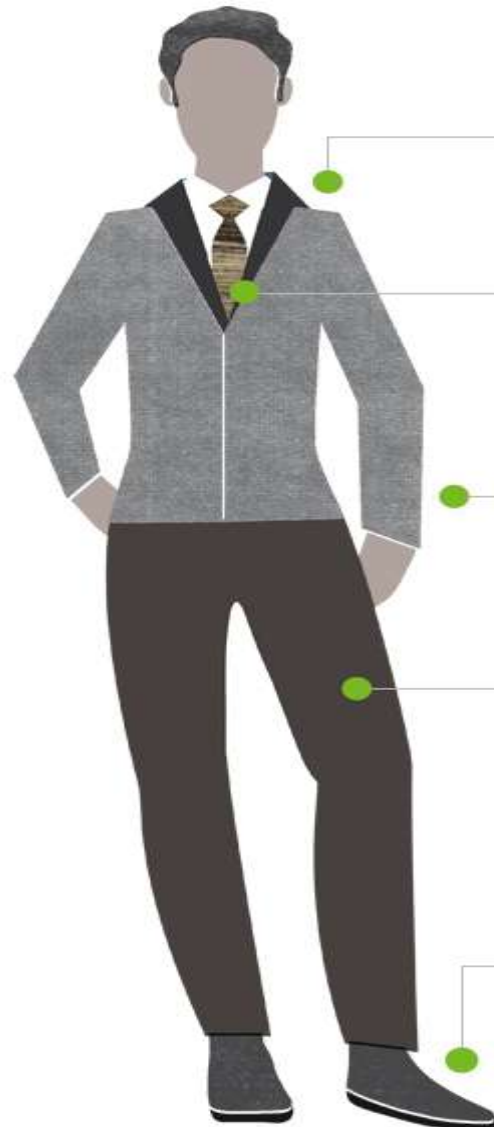


Appearance

- Dark colors read as businesslike.
- Wear comfortable shoes to weight your feet evenly.
- Allow yourself to move a bit.
- Look confident.



Professional dress code



Shirts should always have collars. A solid color is recommended. They should be long-sleeved, even in summer.

Tie should coordinate with the color of your shirt. A small, conservative pattern is okay, but remember: no character or novelty ties.

Always wear a belt.

Also, keep your laptop and papers in a bag that's as polished as the rest of your ensemble.

For colors, think shades of brown, beige, olive or gray. Leave the jeans at home.

Sock color should match pants and shoes.

Finish your outfit with boots, leather penny loafers / monk straps, Oxfords, or formal black shoes.

Professionals vs. non professionals



Style

- You already have a style don't try to copy others.
- Use words and sentences you use in normal days.
- Be yourself.

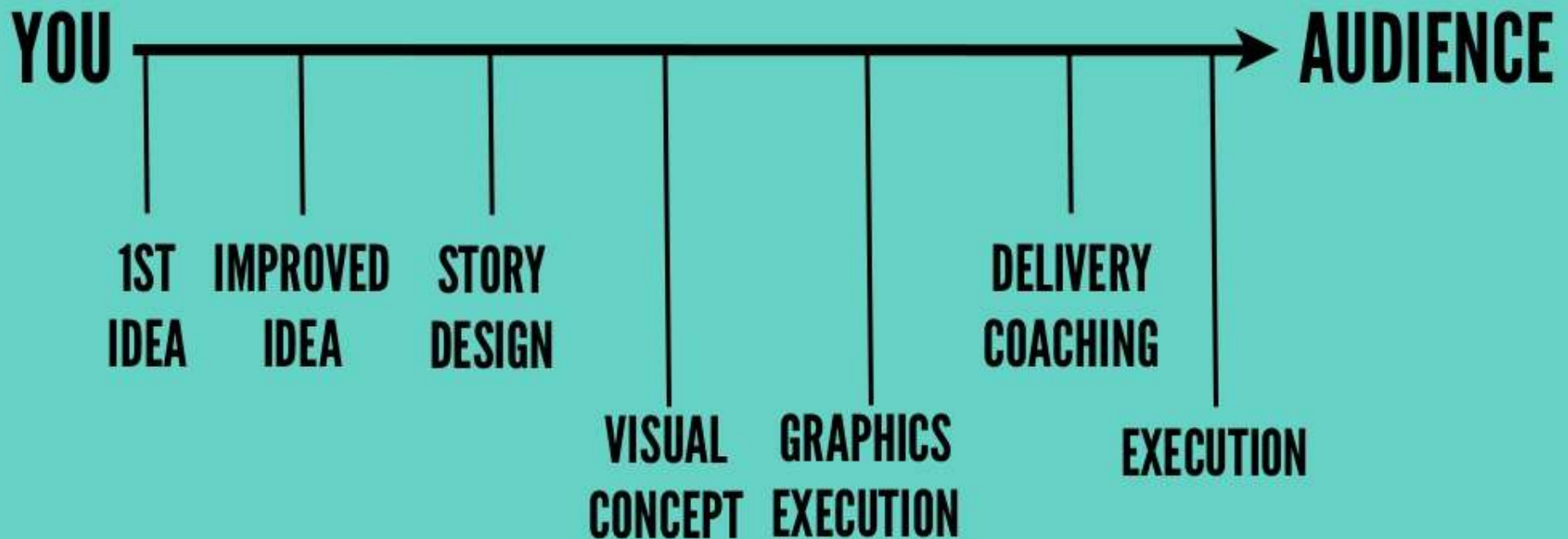


Questions

- Sketch an idea that what kind of questions audience may ask.

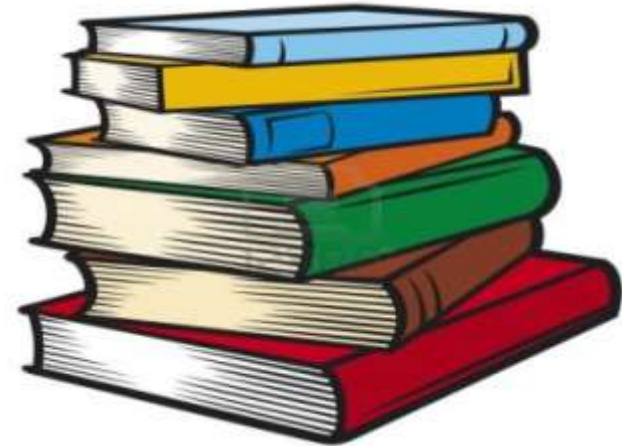


The **PREPARATION** phase



Preparation material

- You can use following items to make the content of your presentation:
 - ✓ Handouts
 - ✓ Personal notes
 - ✓ Internet
 - ✓ Visual aids



Practice



Practice

- Rehearse all points what you prepare.
- Rehearse with all visual aids and handouts.
- Practice again and again to manage time.
- Rehearse in front of mirror or a friend.



Present



World Trade 1994
Rembrandt Model 1

- 34 countries
 - The European Union, Russia, Ukraine, China, India, South Korea, Thailand
- 561 trade agreements per year
- 13 years, to 2009

Present

- Make a strong start.
- Engage the audience in first 2-3 minutes.
- Show your passion through your movements and gestures.
- Make an eye contact.
- Don't forget to smile as well, unless your topic is very grim.



Speaker's impact

Presentation Helper



Text
7%

Visual
55%

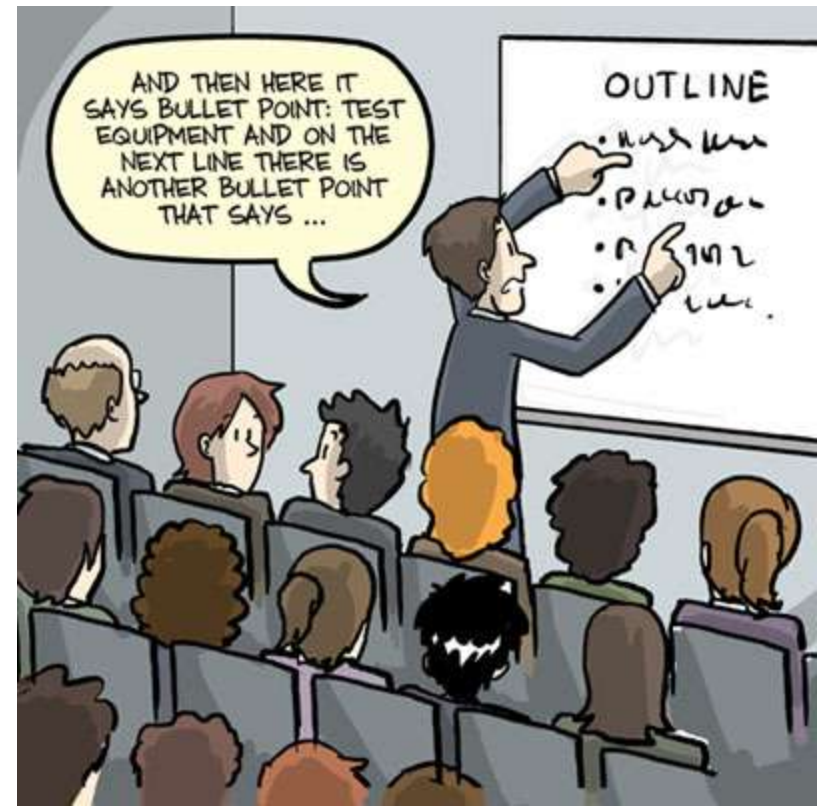
Vocal
38%

Flaws in presentation



Contd.

- Lack of experience.
- Lack of enthusiasm.
- Lack of practice.
- Lack of related material.
- Lack of confidence.
- Hesitation.
- Ambiguity in the results that you want to conclude.



Factors for successful presentation



Contd.

- Be over prepared.
- Rehearse and practice.
- Grip on your topic.
- Know your subject.
- Be positive.
- Avoid stress.



Conclusion

- Always prepare
- Channelize your fear
- Interact with your audience



