WOLFFKRAN

TESS Group

Business Sustainability, Well-being & Performance Course Suite

Workshop 10:

Presentation skills

matrix® quality standard for information advice and guidance services approved by the matrix Accreditation Body

TESS 10 CELEBRATING 10 YEARS

WOLFFKRAN

This programme

- Selection of leadership & management workshops (1 per month)

CELEBRATING 10 YEARS

WOLFFKRAN

This programme

Workshop 1: Communication, Feedback & Coaching

Workshop 2: Well-being & performance at work

Workshop 3: Emotional intelligence

Workshop 4: Strategic Decision Making, Planning & Commercial Awareness

Workshop 5: Appraisal skills

Workshop 6: Inspiring and motivating the workforce

Workshop 7: Change management

Workshop 8: Project management

Workshop 9: Fairness, inclusion, respect and team success

TESS 10 CELEBRATING 10 YEARS

WOLFFKRAN

This programme

- Selection of leadership & management workshops (1 per month)
- Personalised action plans
- 121 coaching/mentoring with Tess Group
- *Values session

CELEBRATING 10 YEARS

Recap

WOLFFKRAN

This programme

Workshop 1: Communication, Feedback & Coaching

Workshop 2: Well-being & performance at work

Workshop 3: Emotional intelligence

Workshop 4: Strategic Decision Making, Planning & Commercial Awareness

Workshop 5: Appraisal skills

Workshop 6: Inspiring and motivating the workforce

Workshop 7: Change management

Workshop 8: Project management

Workshop 9: Fairness, inclusion, respect and team success

TESS 10 CELEBRATING 10 YEARS

WOLFFKRAN

Workshop timings

8.30-10.00: What makes a good presentation, remote delivery, preparation & structure

10.00-10.15: Break

10.15-11.15: Vocal variety, impactful introductions & maintaining interest

11.15: 11.30: Break

11.30-12.30: Story telling, closing & dealing with nerves

12.30-1.00: Lunch

1.00-2.30: Putting it all into practice

CELEBRATING 10 YEARS

Poll

WOLFFKRAN

CELEBRATING 10 YEARS

Brag it up

- 1 Creative
- 2 Patient
- 3 Zany
- 4 Athletic
- 5 Conscientious
- 6 Debonair
- 7 Artistic
- 8 Dexterous

- 9 Entertaining
- 10 Organised
- 11 Witty
- 12 Diplomatic

CELEBRATING 10 YEARS

What makes a good…

- Clear objective
- Not too many slides
- Use of various media
- Use of various delivery mechanisms
- Audience involvement
- Provides answers
- Clearly rehearsed
- Relevant

Great presenters

What do great presenters:

1) *Think*
2) *Feel*
3) *Do*
4) *Say*

WOLFFKRAN

Great presenters

What makes a good presenter?

1. Confidence
2. Charm & Charisma
3. Dedication & passion.
4. Authenticity
5. Understands, connects and engage with their audience
6. Enthusiastic
7. Relaxed and keep calm under pressure
8. Listen
9. Good communication skills

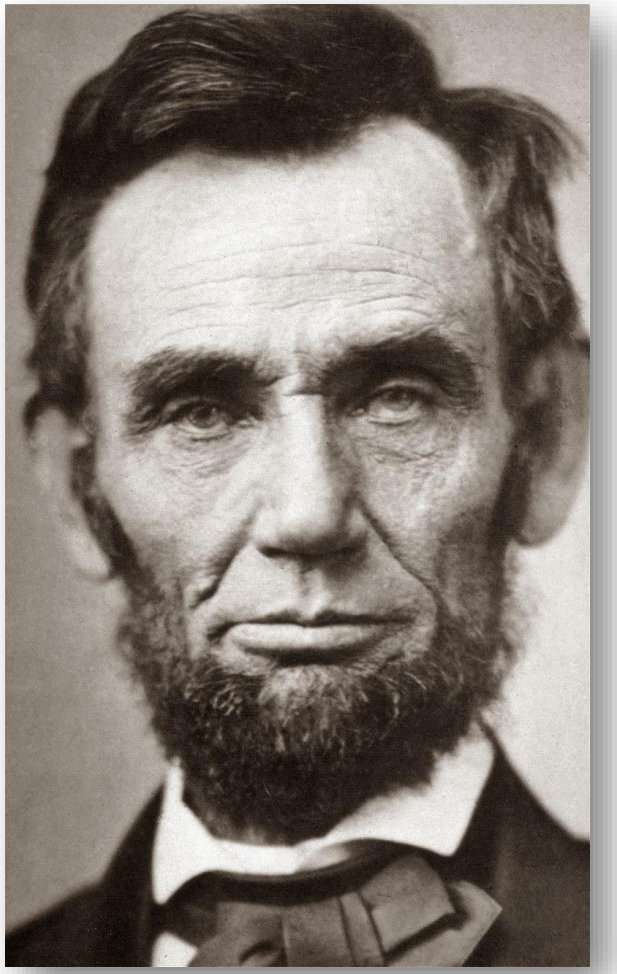
TESS CELEBRATING 10 YEARS

WOLFFKRAN

Content + Delivery Style + Mindset = Effective Presentations

CELEBRATING 10 YEARS

Preperation



"If I had five minutes to chop down a tree, I'd spend the first three sharpening my axe."

WOLFFKRAN

Prepare to present

- Understand you audience
- Understand you audience needs
- How long do you have
- What media will you use
- Know your content
- Understand you objectives (“by the end of this presentation you will…”)

CELEBRATING 10 YEARS

WOLFFKRAN

Preperation

- Who are you presenting to and what are their potential characteristics?
- There are various characters you will come across when presenting
- What do they want ?
- How can you tailor your message to the audience members?
- What is their role in the business
- Previous knowledge?
- Size of the audience?
- Attitudes or prejudices about your subject?
- Expectations?
- Who should be there?
- Who will be there?
- Reasons for their interest in your subject?

What would be useful to know about your audience and how would this help you?

CELEBRATING 10 YEARS

Preperation

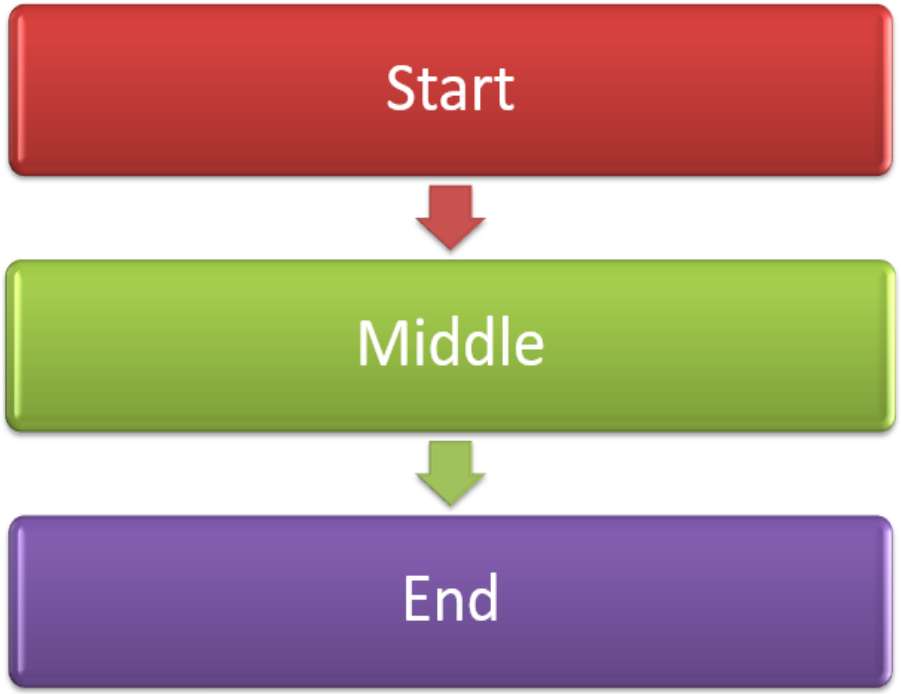
WOLFFKRAN

90/10

CELEBRATING 10 YEARS

Presentation structure

WOLFFKRAN



Tell them what you are going to tell them

Tell them

Tell them what you have told them

CELEBRATING 10 YEARS

Presentation structure

WOLFFKRAN

Opening

- Impact Opening ('Attention Grabber')
- The What
- The Why

Body

Part 1	Part 2	Part 3
State	*State*	*State*
Support	*Support*	*Support*
Summarise	*Summarise*	*Summarise*

Closing

- Summarise aim & key messages
- Questions?
- Next steps...
- Impact Close

CELEBRATING 10 YEARS

Communication skills

	Face to Face
Words	7%
Tone	38%
Body Language	55%

WOLFFKRAN

Communication skills

Energy

- Vary the pace
- Check your breathing

Enthusiasm

- You are worth listening too!!!
- WIIFM
- Add variety (volume and intonation)

Expression

- Facial muscles
- Smile

3e

TESS 10 CELEBRATING 10 YEARS

WOLFFKRAN

Vocal variety

1) It’s not what you say, It’s how you say it

2) Luck is what happens when preparation meets opportunity.

3) The easier it is to do, the harder it is to change.

4) Teamwork gives you twice the results for half the effort.

5) Don't let what you can't do interfere with what you can.

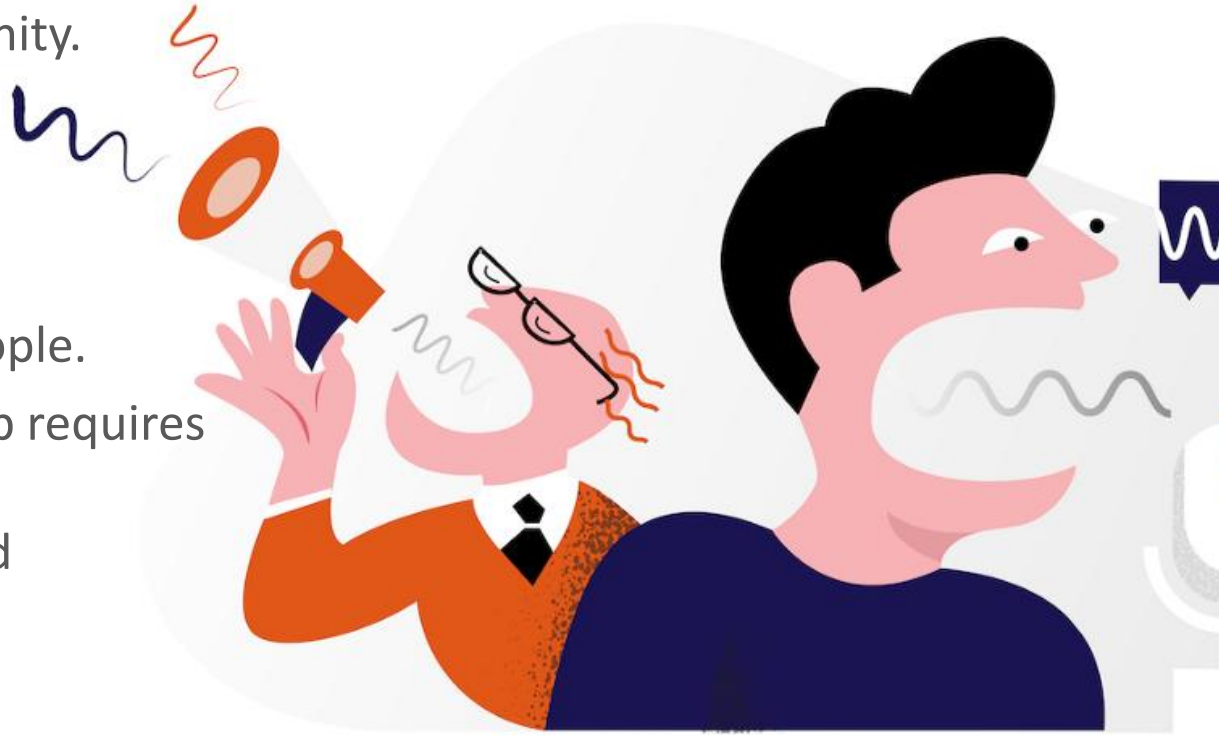
6) Humor is always the shortest distance between two people.

7) Anyone can make a mistake, but to really mess things up requires a computer.

8) People always have two reasons for doing things: a good reason and the real reason.

9) People who think they know it all are a pain in the neck to those of us who really do.

10) An expert is someone who knows more and more, less and less until he knows everything about nothing.



TESS 10 CELEBRATING 10 YEARS

Presentation structure

WOLFFKRAN

Opening

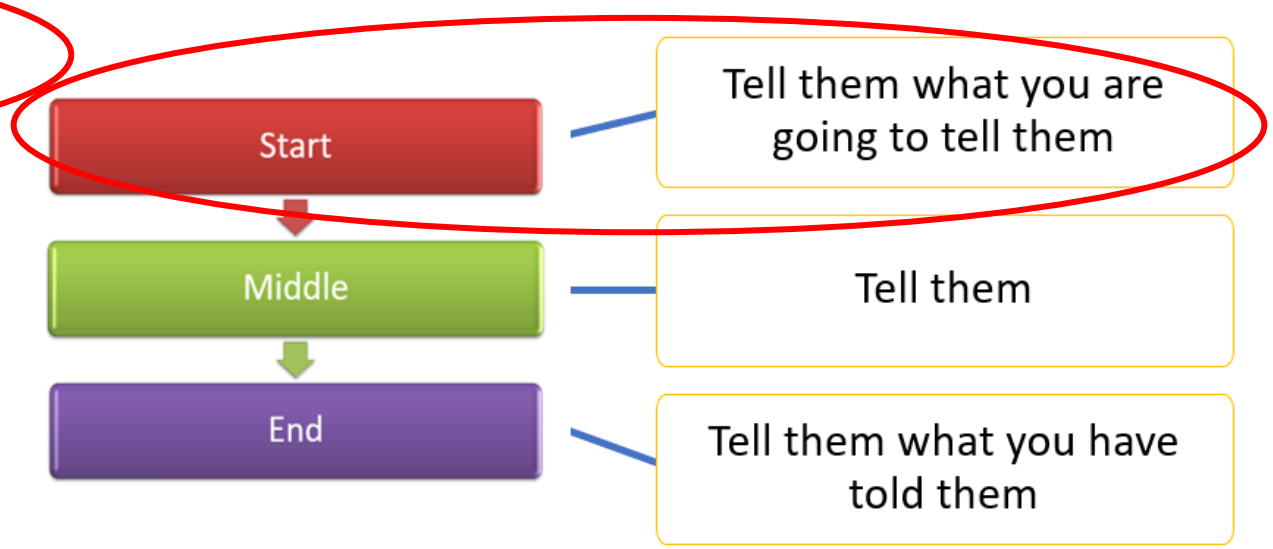
- Impact Opening ('Attention Grabber')
- The What
- The Why

Body

Part 1	Part 2	Part 3
State	*State*	*State*
Support	*Support*	*Support*
Summarise	*Summarise*	*Summarise*

Closing

- Summarise aim & key messages
- Questions?
- Next steps...
- Impact Close



CELEBRATING 10 YEARS

Opening

WOLFFKRAN

Start your presentation with a ‘BANG’!

CELEBRATING 10 YEARS

Great presenters

WOLFFKRAN

List as many different ways that we could create a ‘BANG’ at the start of a presentation

CELEBRATING 10 YEARS

Opening

- A powerful visual on the PowerPoint
- An appropriate joke
- A thought provoking and relevant quote
- A great fact or statistic
- A thought provoking question
- A trainer led demonstration
- A short video
- An inspiring illusion or magic trick (if you are feeling brave)
- A influential story

WOLFFKRAN

Opening

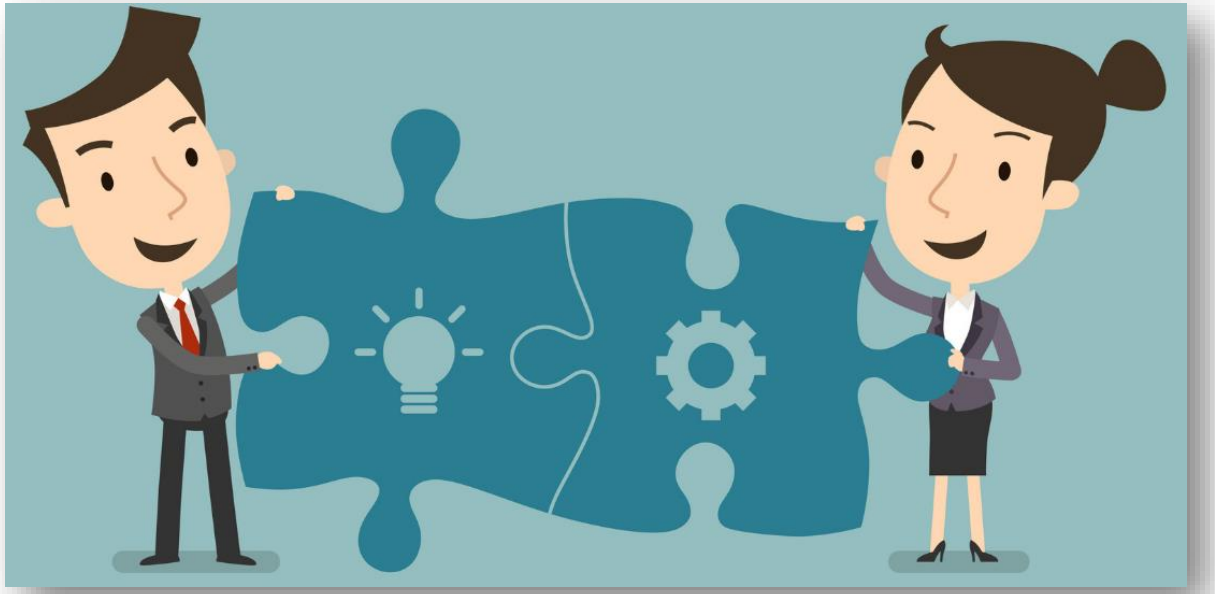
- Analogy - I remember first driving a car - like strategic initiative
- Startle - Look around the room today 1 in 3 of you …
- Good news - Business results 82% - turn to the person next door to you - shake their hand - pat on back!
- Gain info - lets take a quick poll - mobile/stand up vs sit down
- Question - show of hands/get participation/agreement?
- Incident/story - historical (Julius Cesar) or Just last week I was
- Compliment - I know 1 person within this room who's earned your respect…

TESS
CELEBRATING 10 YEARS

Opening

WOLFFKRAN

Building your introduction (credential statement)



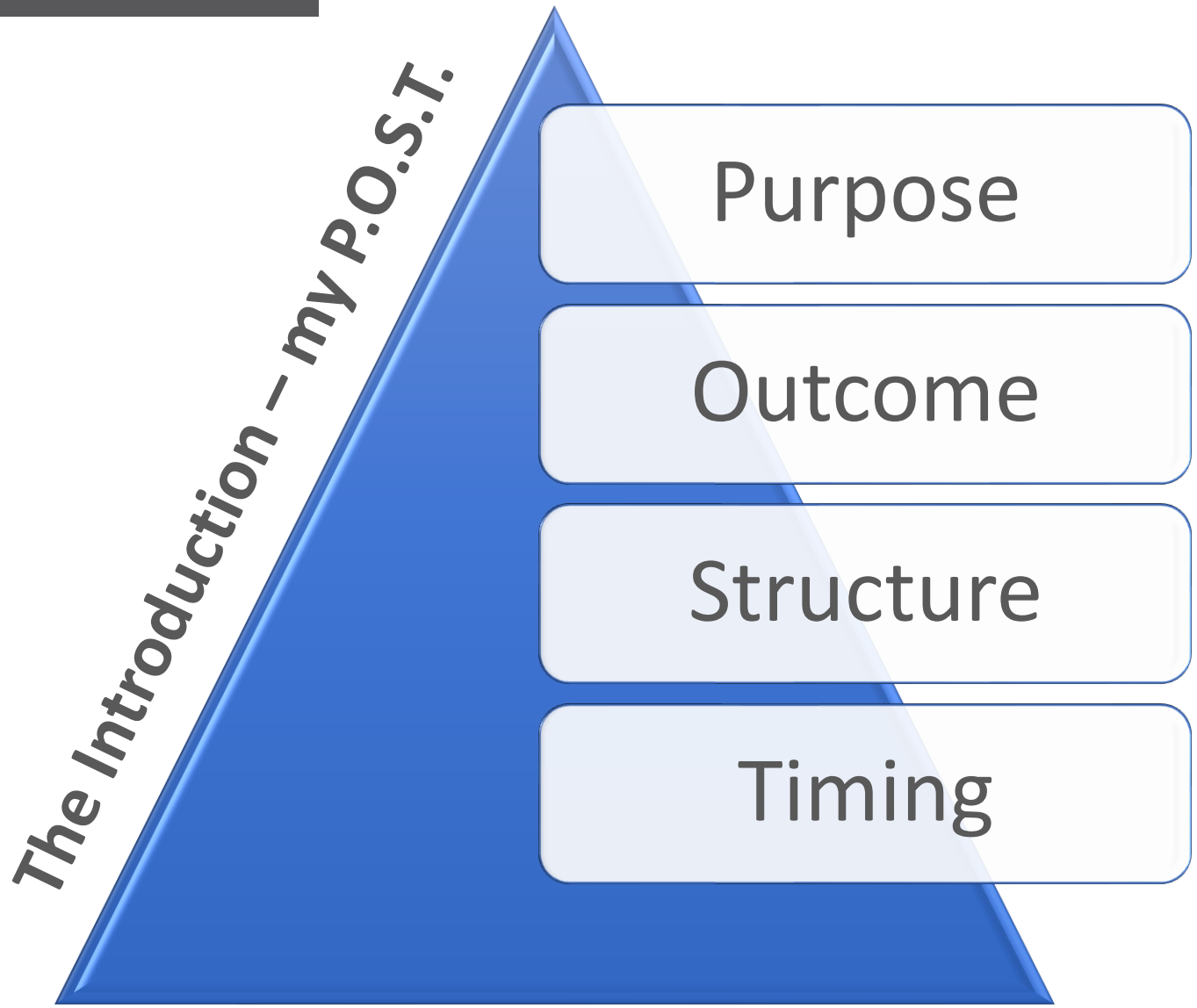
- Welcome
- Introduce yourself
- Make an impact to gain their interest

- Credential statement
- Hi, I'm ……. and I'm going to help you to…….
- Hi, I'm …… and I'm going to show you …….
- Hi, I'm …… and I'm going to demonstrate ……

CELEBRATING 10 YEARS

Opening

WOLFFKRAN



CELEBRATING 10 YEARS

Presentation structure

WOLFFKRAN

Opening

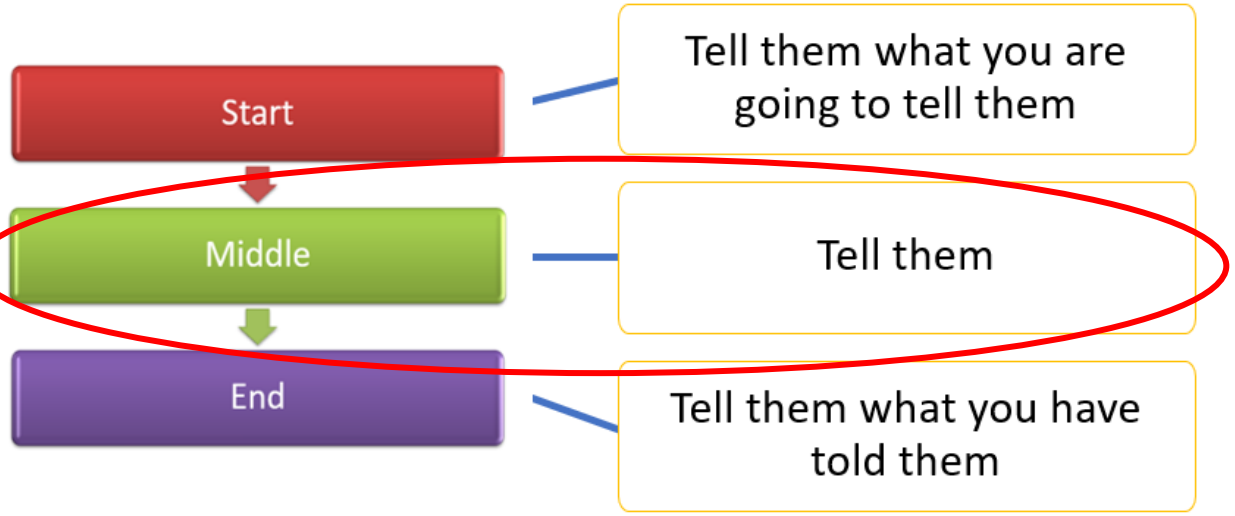
- Impact Opening ('Attention Grabber')
- The What
- The Why

Body

Part 1	Part 2	Part 3
State	*State*	*State*
Support	*Support*	*Support*
Summarise	*Summarise*	*Summarise*

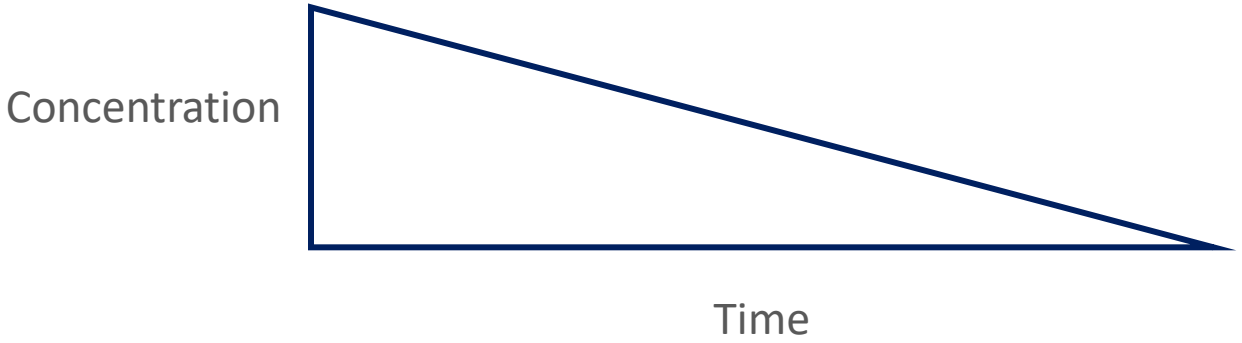
Closing

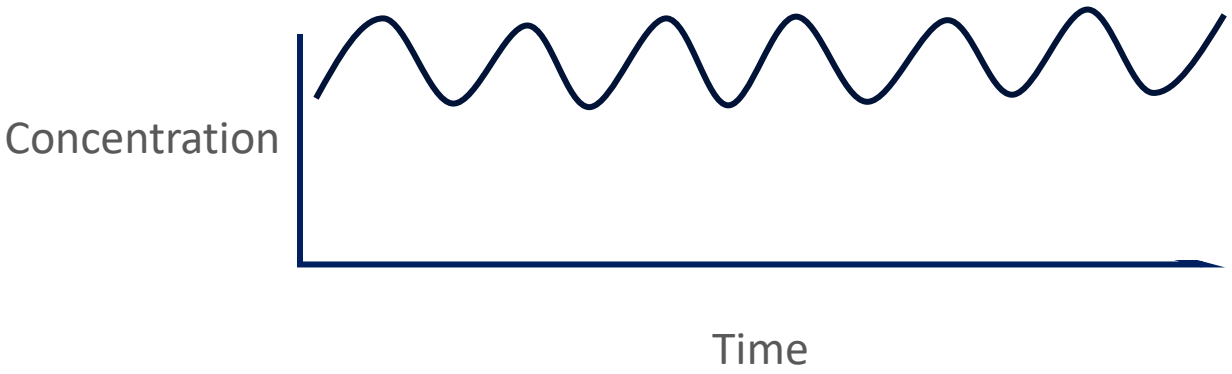
- Summarise aim & key messages
- Questions?
- Next steps...
- Impact Close



TESS
CELEBRATING 10 YEARS

Maintaining interest





Maintaining interest

- Break down the presentation into chunks
- Activities
- Tasks
- Slides
- Jokes
- Facts
- Videos

- Recordings
- Stories
- Facts & Figures
- Quotes
- Discussion
- QA
- Handouts

Engaging the audience

- Pose
- Pause
- Pounce

Engaging the audience

Asking questions to engage the audience:

The 7 second rule

CELEBRATING 10 YEARS

WOLFFKRAN

Handling challenging questions

WOLFFKRAN

Engaging the audience through story telling

Situation

Task

Action

Result

Suggestions

TESS
CELEBRATING 10 YEARS

Presentation structure

WOLFFKRAN

Opening

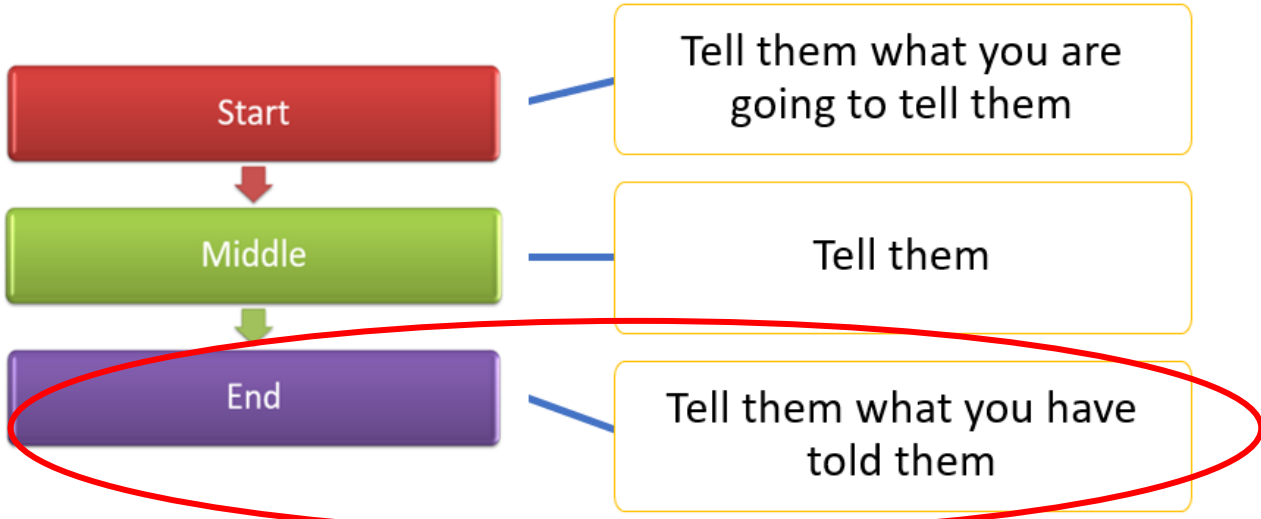
- Impact Opening ('Attention Grabber')
- The What
- The Why

Body

Part 1	Part 2	Part 3
State	*State*	*State*
Support	*Support*	*Support*
Summarise	*Summarise*	*Summarise*

Closing

- Summarise aim & key messages
- Questions?
- Next steps...
- Impact Close



TESS
CELEBRATING 10 YEARS

WOLFFKRAN

End of your presentation

- Summarise the key points
- Ask for questions – what questions do you have?
- Refer to your objectives – have we covered everything
- Give out hand-outs – if you have not already provided them
- Tell the audience about any follow-up
- Leave the audience motivated by finishing on a positive thought provoking note – could be a story
- Contact name and further information – just in case anyone has any questions that come up after they leave
- Invite questions once the session is finished – explain that you have to tidy up so if anyone wants to come and speak with you they can – makes them feel comfortable

TESS 10 CELEBRATING 10 YEARS

Presentation structure

WOLFFKRAN

Opening

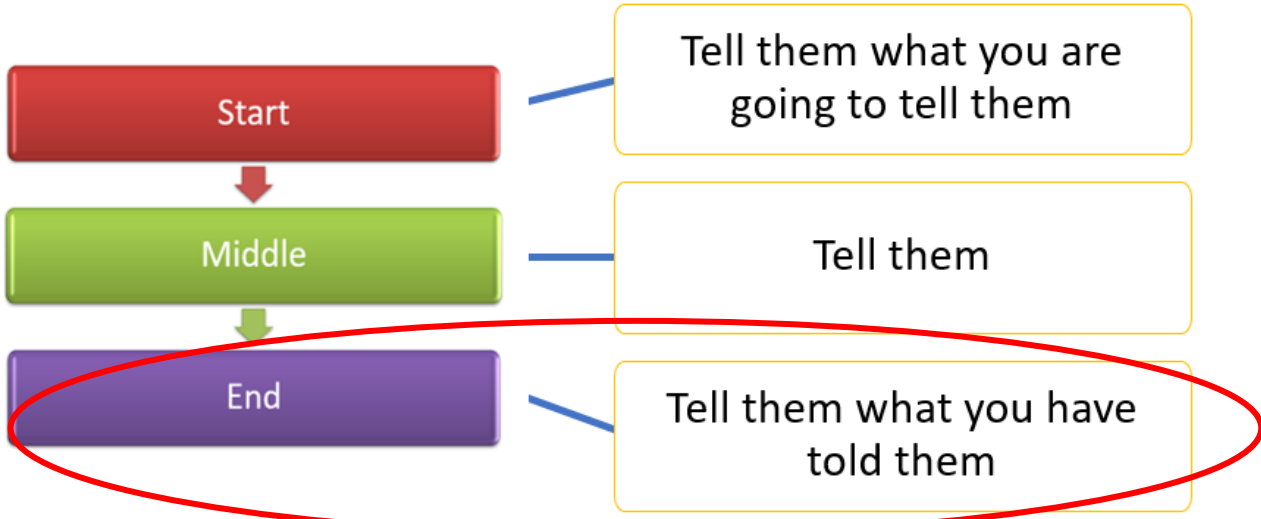
- Impact Opening ('Attention Grabber')
- The What
- The Why

Body

Part 1	Part 2	Part 3
State	*State*	*State*
Support	*Support*	*Support*
Summarise	*Summarise*	*Summarise*

Closing

- Summarise aim & key messages
- Questions?
- Next steps...
- Impact Close



TESS
CELEBRATING 10 YEARS

Nerves

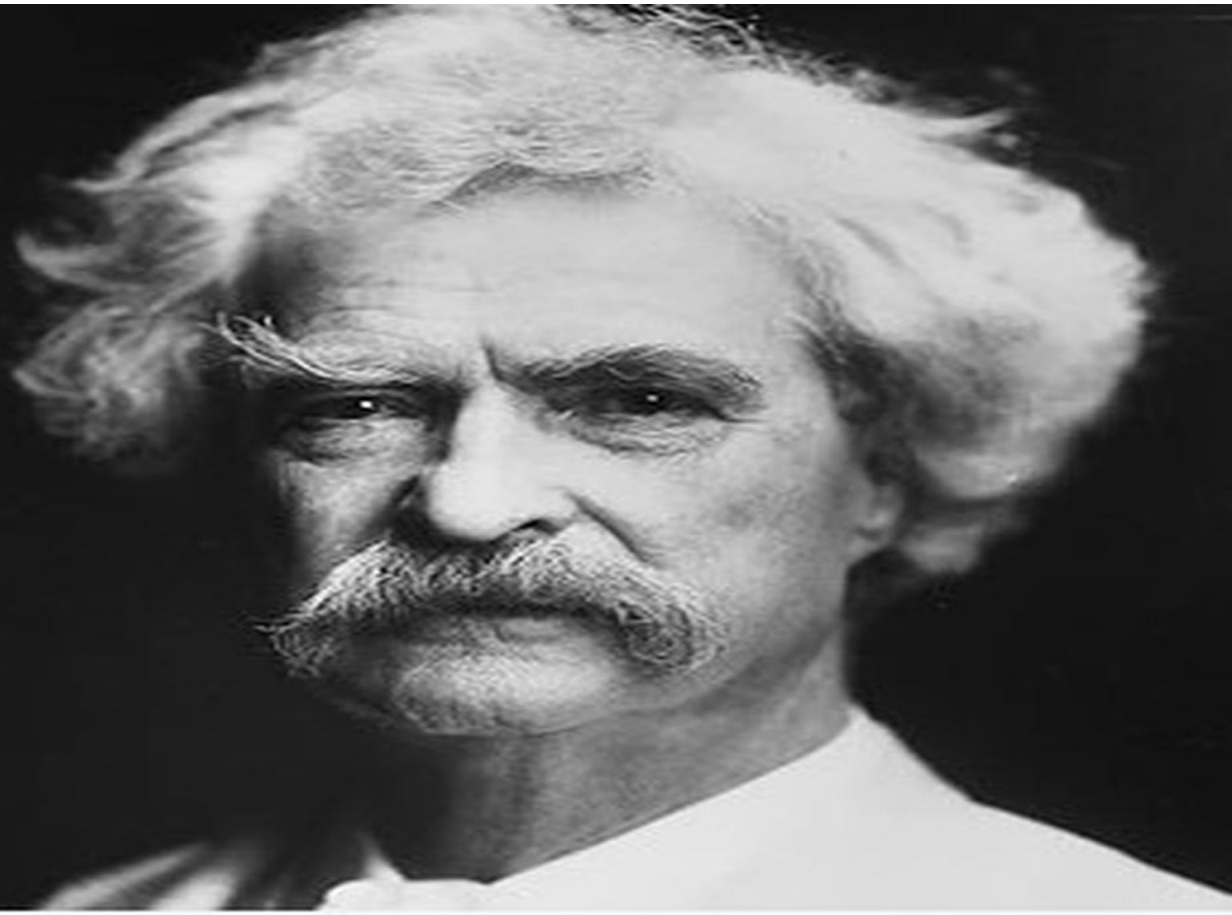
WOLFFKRAN

"There are two types of speakers

1) Those that are nervous

2) Those that are liars"

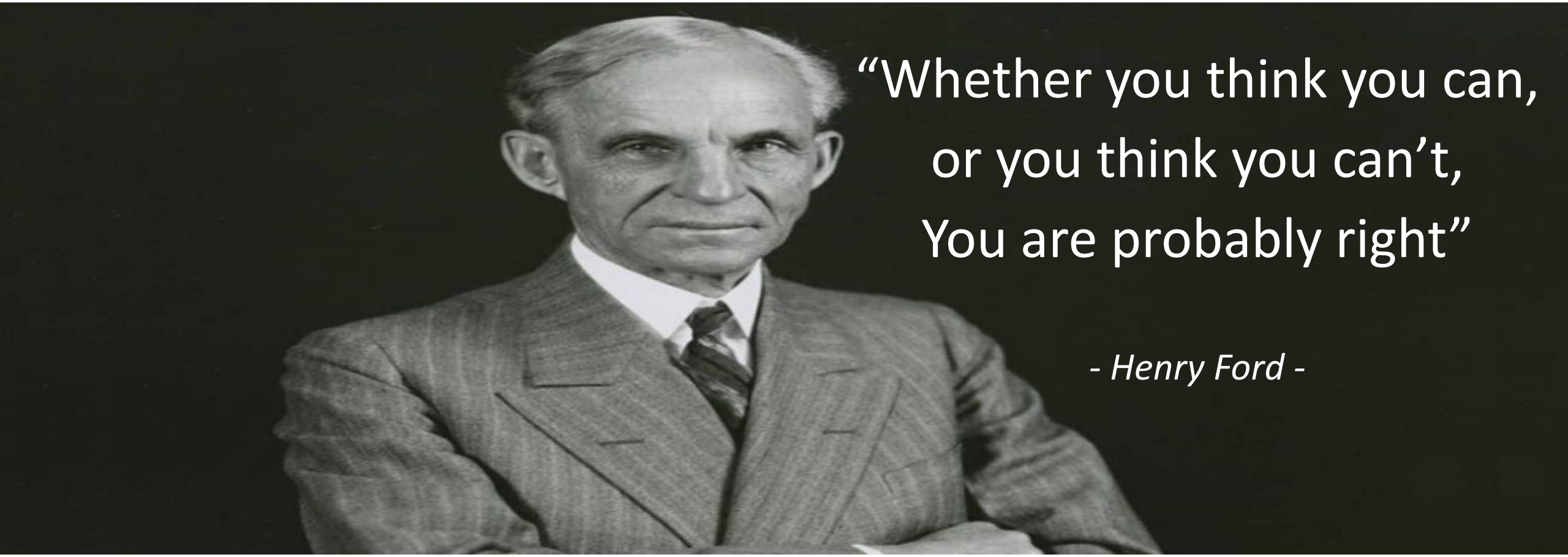
- Mark Twain-



CELEBRATING 10 YEARS

Nerves

WOLFFKRAN



CELEBRATING 10 YEARS

Nerves

I am so stupid.
I am always making mistakes!

WOLFFKRAN

CELEBRATING 10 YEARS

Nerves

People will laugh at me. Somebody probably already has a better idea.

WOLFFKRAN

CELEBRATING 10 YEARS

WOLFFKRAN

Limiting thoughts vs resourceful thoughts

Limiting thought	Resourceful thought
I am so stupid. I am always making mistakes…	
People will laugh at me. Somebody probably already has a better idea….	
This is going to be awful…	
I bet they'll give be a really hard time…	
They probably won't like me…	
I think I'll forget everything and go completely blank…	

WOLFFKRAN

Circle of excellence

WOLFFKRAN

Circle of excellence

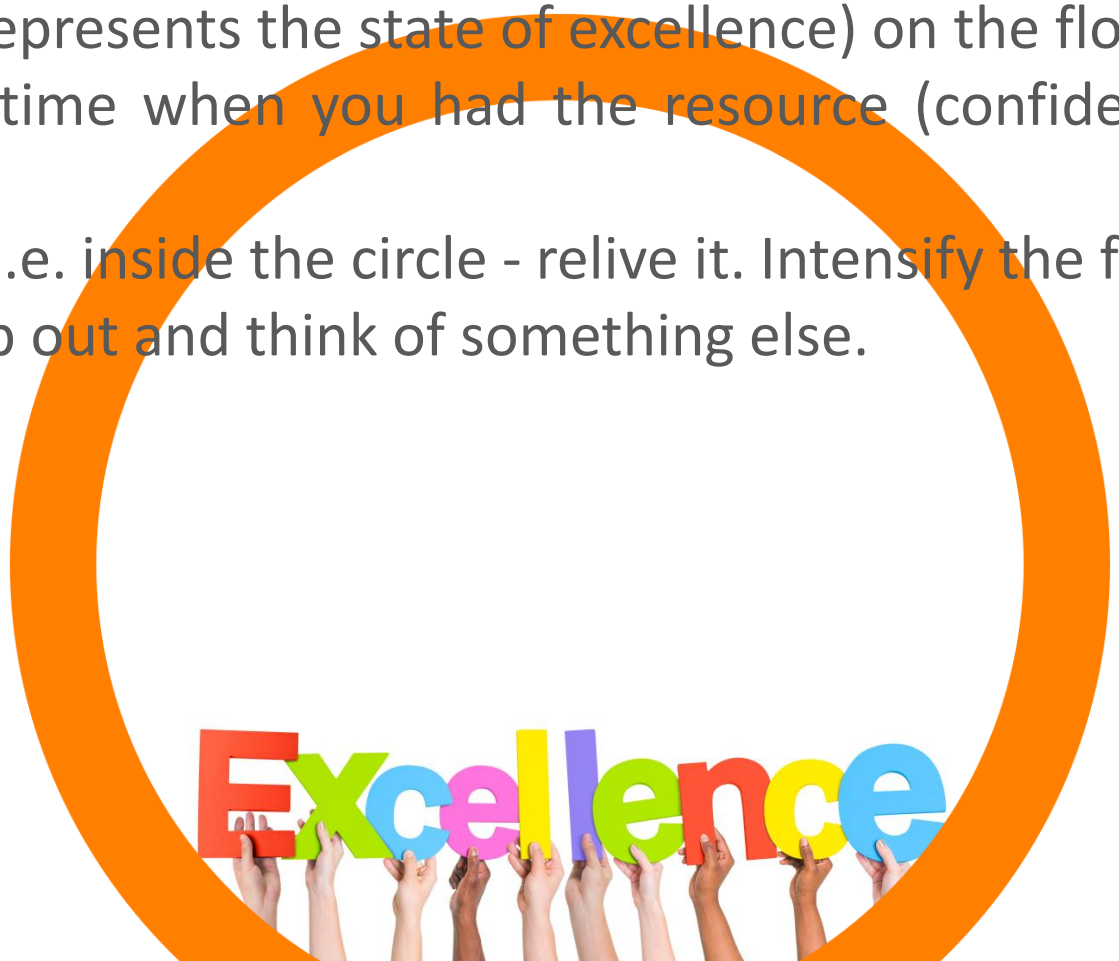
1) Identify a resourceful state (for presentations, confidence is the obvious one)

2) Imagine a circle (that represents the state of excellence) on the floor. What colour is it?

3) Remember an actual time when you had the resource (confidence in this case). Take a deep breath in and…..

4) Step into the memory i.e. inside the circle - relive it. Intensify the feelings.

5) Break the state i.e. step out and think of something else.



WOLFFKRAN

Circle of excellence

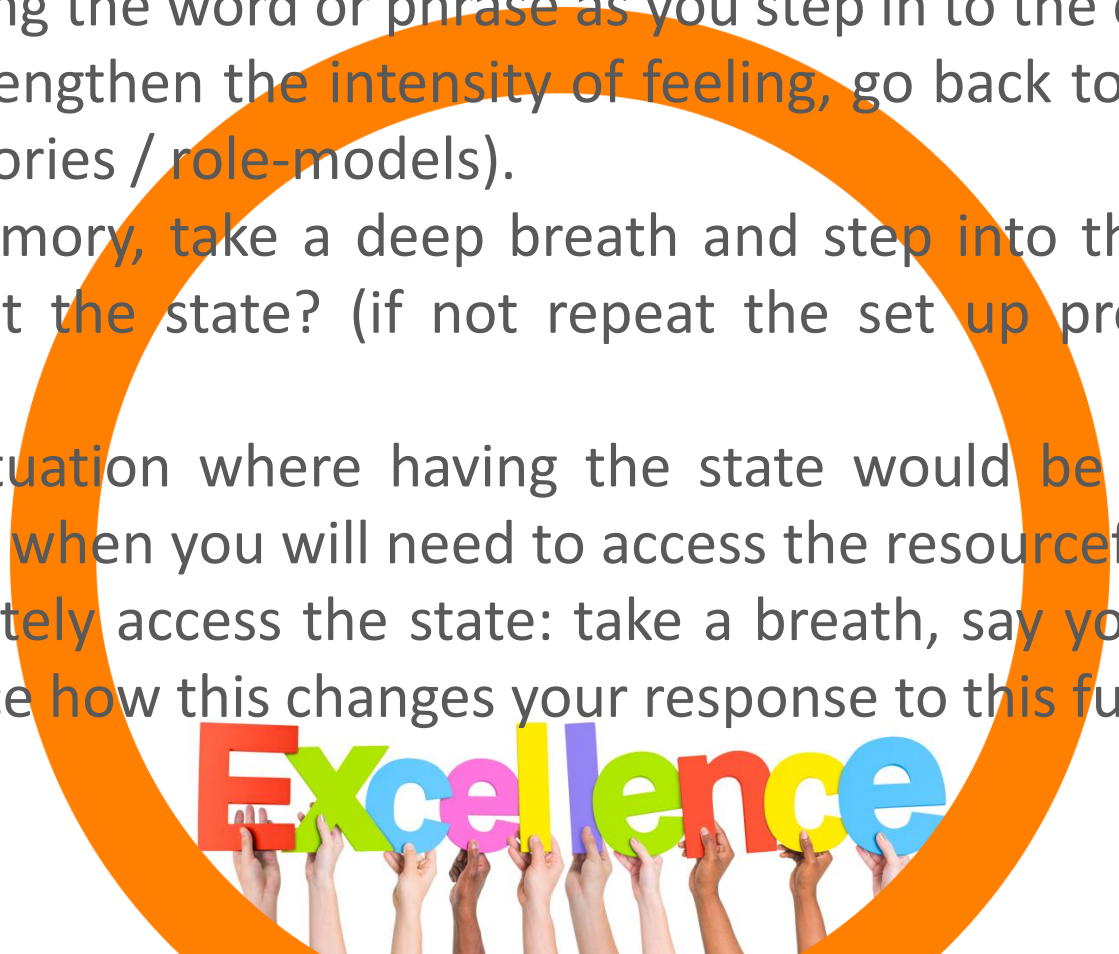
6) Decide on a code word or phrase (could be as simple as “confidence”).

7) Repeat 3, 4, and 5 saying the word or phrase as you step in to the circle.

8) If it is necessary to strengthen the intensity of feeling, go back to 7 adding other resources (from other times / memories / role-models).

9) Test : without the memory, take a deep breath and step into the circle saying your code word/phrase. Do you get the state? (if not repeat the set up process with extra/stronger resources).

10) Think of a future situation where having the state would be useful (and appropriate). Identify the first moment when you will need to access the resourceful state (what do you see, hear, feel?) and immediately access the state: take a breath, say your code word/phrase and step into the circle. Notice how this changes your response to this future situation.



WOLFFKRAN

Diaphragmatic breathing

TESS
CELEBRATING 10 YEARS

WOLFFKRAN

Diaphragmatic breathing

- While laying down, sitting, or standing up: Place one hand on your belly, and the other one on your chest. Your hands will be your biofeedback sensors, to let you know where you are breathing from.
- Use your mouth to gently exhale air out of your lungs. Relax your shoulders, chest, and abdominal area as you exhale. Your whole upper body must be completely relaxed at the end of the exhale
- When you are finished exhaling, close your mouth and pause until you feel that your body is ready to inhale naturally. The body knows when it needs to inhale and exhale, we just need to re-educate it to do so.
- Now inhale naturally through your nose. I say naturally because I don't want you to push it, speed it up, or manipulate it in any way. When you feel that your body is ready to inhale from the previous step, just let go and let the inhalation begin.
- Now repeat.
- If you do this correctly, the hand on your stomach should be moving up and down, and the hand on your chest should not be moving at all. If that's not the case for you, no worries and no rush: Just relax and do it again until you get your abdominal area to do the breathing for you (that's called diaphragmic breathing).

WOLFFKRAN

Pre-talk jitters techniques

- From a standing position, bend forward – as if trying to touch your toes. Stretch the back of the knees gently three times. You're not, in fact trying to touch your toes but getting rid of any tension in your legs. As you straighten up, you will feel that you stand taller. You will also have sent some blood back into your brain – always good before giving a talk.
- Roll your shoulders three times, forward and backwards. This loosens any tension in the upper chest and neck.
- Wake the face up by chewing an imaginary toffee. Make really silly faces. Wide, tight, left and right.
- Stick your tongue out as far as you can and say the whole of Humpty Dumpty. This opens the back of your throat and brings the voice forward, making it sound more centred and open.

Nerves

WOLFFKRAN

Final tips

- Talk to people prior to the presentation
- Something funny
- Practice deep breathing prior to presentation
- Drink water
- Smile
- Use visualisation techniques
- Press and massage your forehead
- Just before you start talking, pause, make eye contact, and smile
- Speak more slowly than you would in a conversation
- Move around during your presentation
- Stop thinking about yourself
- Have an ice box available
- Use your notes

TESS 10 CELEBRATING 10 YEARS

Presentation skills

WOLFFKRAN

CELEBRATING 10 YEARS

Presentation structure

WOLFFKRAN

Opening

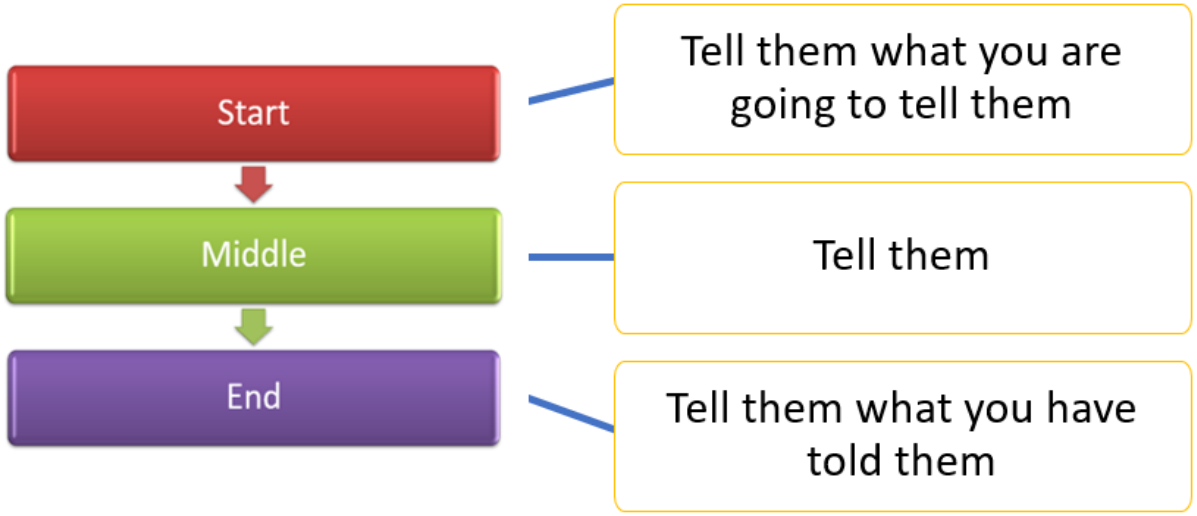
- Impact Opening ('Attention Grabber')
- The What | The Why

Body

Part 1	Part 2	Part 3
State	*State*	*State*
Support	*Support*	*Support*
Summarise	*Summarise*	*Summarise*

Closing

- Summarise aim & key messages
- Questions? | Next steps... | Impact Close



TESS CELEBRATING 10 YEARS

WOLFFKRAN

Workshop timings

8.30-10.00: What makes a good presentation, remote delivery, preparation & structure

10.00-10.15: Break

10.15-11.15: Vocal variety, impactful introductions & maintaining interest

11.15: 11.30: Break

11.30-12.30: Story telling, closing & dealing with nerves

12.30-1.00: Lunch

1.00-2.30: Putting it all into practice

CELEBRATING 10 YEARS

WOLFFKRAN

This programme

- Selection of leadership & management workshops (1 per month)
- Personalised action plans
- 121 coaching/mentoring with Tess Group
- *Values session

CELEBRATING 10 YEARS

WOLFFKRAN

TESS Group

Business Sustainability, Well-being & Performance Course Suite

Workshop 10:

Presentation skills

matrix® quality standard for information advice and guidance services approved by the matrix Accreditation Body

TESS 10 CELEBRATING 10 YEARS