GOT FINESSE?
Enhance Your Presentation Skills

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AGENDA

- “Getting to Know You”
- Define Stage Fright
  - Stage Fright Solutions
- Explore Elements of an Effective Presentation
  - Individual Style:
    - Content and Delivery
    - External Factors
      - Understanding Facility Logistics
- Conclude with Action Steps
CAN YOU RELATE?
“GETTING TO KNOW YOU”

- What do you expect from this workshop?
- What speaking experience do you have?
- How often do you need to give presentations in your job?
- How would you describe your current skill level as a speaker?
- Do you have any specific fears relative to public speaking?
TEN WORST HUMAN FEARS

10. Dogs
9. Loneliness
8. Flying
7. Death
6. Sickness
5. Deep Water
4. Financial Problems
3. Insects and Bugs
2. Heights
1. *Speaking before a group*

*Source: The People’s Almanac Presents the Book of Lists*
STAGE FRIGHT

- Butterflies in your stomach
- Constant sweating
- Shaky in your speaking
- Shortness of breath

*Related to how we perceive the situation*
STAGE FRIGHT SOLUTIONS

- **PRACTICE** speaking in front of an audience
- **Rehearse mentally** – imagine conducting a successful presentation/speech
- Do relaxation and breathing exercises
- Think of other strong skills you possess
ELEMENTS OF AN EFFECTIVE PRESENTATION

INDIVIDUAL STYLE:
- CONTENT
- DELIVERY
PRESENTER PET PEEVES ???
Communication Survey Percentages

- 7% – verbal (spoken words)
- 38% – vocal (voice tone)
- 55% – visual (general body language)

NON-VERBAL
CONTENT:
KNOW YOUR AUDIENCE

- W–I–I–F–M
- Research the Topic
- Be Enthusiastic about the Topic
- Preparation is Key

“...A speaker who is attempting to move people to thought or action must concern himself with pathos –i.e., their emotions.”

Aristotle
DELIVERY

- **INTRODUCTION** – question, joke, story
- **BODY** – 2 to 3 main points/objectives
- **CONCLUSION** – final points, “call to action”
- **VERBIAGE** – ums, you knows
- **VOCAL VARIETY** – volume, pause
- **BODY LANGUAGE** – eye contact, pacing, hand movements, facial expressions
- **VISUAL AIDS** – MS PowerPoint, props, flipchart
ELEMENTS OF AN EFFECTIVE PRESENTATION:

EXTERNAL FACTORS

- Lectern or podium
- Lapel, cordless microphone, headset
- Flipcharts
- Technical equipment – projector, laptop
- Lighting, air-conditioning
- Room Layout
UNDERSTAND FACILITY LOGISTICS

CONFERENCE SEATING SET-UP
- Double Conference
- End to End Conference
- Open Square or Rectangle
- U-Shape
- Single Conference
- Herringbone Style

BANQUET SET-UP STYLES
- Banquet Style with Round Tables & with Head Table
- Fan Banquet Style with Head Table
- Combined Banquet Style with Head Table

WORKSHOP, CLASSROOM, RECEPTION & THEATER STYLE SET-UPS
- Workshop Style
- Classroom Style
- Reception Style
- Theatre Style
ACTION STEPS

- HOW CLOSE DO YOU WANT TO GET TO THE CENTER TARGET?

- Find opportunities to practice – meetings, various events
- Check out a Toastmasters chapter
- Take an acting class
- Observe speakers – what was effective?
REFERENCES

- *The Better Speaker Series*, Toastmasters International
- *Communication and Leadership Program*, Toastmasters International
- *What’s Your Point?* Bob Boylan
- *The People’s Almanac Presents the Book of Lists*
QUESTIONS?
Knowledge is of no value unless you put it into practice.

Anton Chekhov

Thank you for coming today!