

WORKSHOP ON PRESENTATIONS

- ⇒ Leaders are capable presenters – if only to one person
- ⇒ Our presentations often limit our message and our influence – bad presentations interfere with the message
- ⇒ Your performance is you, but you are not your performance – you represent your brand
- ⇒ We are much more than a presentation, so we can't possibly share everything about us in one presentation

THE BEST PRESENTATIONS HAVE

- Valuable Content
- Skilled Presenter
- Structured to Flow

FORMAT STRUCTURE

- Power Opening
- Highlight Key Points to be Covered
- Focus On Fewer Points
- Review What Covered
- Give a Call-to-Action

PRESENTATION DOS

- Be Centered
- Start with Engagement
- Look at People (Camera)
- Employ Pauses for Emphasis
- Prompt Interaction

PRESENTATION DON'TS

- Pace Around
- Look Around
- Read Script
- End with Questions
- Call Attention to Flubs
 - Act as if you meant to do it
- Don't Make Excuses
- Get Off Plan and Ramble
- Go Too Long – Length ≠ Quality

BIG NO-NOS

- Use of Filler Words
 - Um...
 - Ok
 - If you will
 - In other words
- Say Dumb Things
 - Let me be honest...
 - Before I speak, I want to say something
 - Without further adooooooo

PREPARATION

- Think About the Message and Intended Results
- Note the Key Points
- Structure the Presentation
- Prepare Visuals
 - Don't Lean on or talk to slides
 - Limit slides to 1 slide per minute
 - Limit words on slides to 6
- Rehearse (record or share with an accountability partner)

TAKE ACTION

- Book a presentation review with Hugh - <http://HughCalendar.com>
- Get Hugh's Leadership Podcast – <http://BetterLeader.me>
- Check out the Community for Nonprofit Leaders and Clergy – <http://NonprofitCommunity.org>

Here's to your success!

Hugh Ballou

Hugh Ballou
Founder and President
SynerVision Leadership Foundation