

Presentation Skills:

Delivering engaging presentations from the stage to the board room



Today's Session

1

Why Presenting is Hard

2

What NOT to Do
When Presenting

3

Presenting like a Pro



Why is Presenting so difficult?

The answer: we usually count ourselves out *before we even try.*

The Impact of Fear of Public Speaking

10%

Fear of public speaking
can cut wages by
10% on average

15%

Less likely to be
considered for a
managerial position



What **NOT** to Do When Presenting

Avoiding Bad Habits

What NOT to Do When Presenting

Don't make your slides super wordy. Wordy slides can distract you from what the presenter is saying. This is also a tactic for those of us who do not prepare properly and we want our slides to be scripts, rather than visual aids.

What NOT to Do When Presenting

When you just write a script on your slide, it makes your presentation look less thought out and otherwise poorly done. You are no longer a presenter; you're a narrator. Here are some other poor choices in presentation design:

- Bullet points with excessive amounts of wording that accomplish the opposite of what a bullet point is supposed to accomplish

• *Chopped fonts for no reason*

What NOT to Do When Presenting

- Failing to prepare (at all)
- “Winging” the whole thing
- Not practicing (at all)
- Skipping the proofreading process

What NOT to Do When Presenting

- Pointless Photos to Fill White Space





Best Practices in Presentation Delivery

Best Practices

Tell a Story

1. Key Words
2. Imagery

Telling a Story - Example

Communicating Through a Crisis



The use of visual aids:

Incorporating visual aids is essential to an effective presentation. Whether you're speaking at a conference or amongst your team, simple visual aids can drastically improve your audience's chances at retaining information.

Example: HR Sales Pitch



Total Rewards Packae



Core Medical



Voluntary Products



Total Employee Wellbeing



Payroll / PTO
Employee Programs



Corporate
Calendar / Benefit
Notifications



Health Advocacy &
Benefit Support

Best Practices

Evaluate Performance

- Formalize evaluation process to assess quality
- Thoroughly review data and feedback
- Act on it...ALL of it





Presenting like a Pro:
Building Confidence by
Getting Out of Your Own Way

Presenting like a Pro

Getting out of your own way

- Prepare and evaluate
- Take deep breaths
- Give yourself time and space
- Avoid bad habits

Presenting like a Pro

Preparing with Self-Affirmations

- “I got this”
- “I embrace this challenge”
- “I believe in my preparation”



Presenting like a Pro

Give Yourself Time & Space

- Resist the urge to fill empty space with “um” or “uh” or other filler words
- Embrace the power of the pause

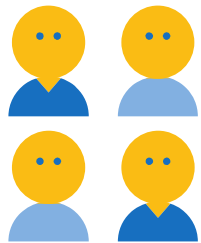


Presenting like a Pro

Presentation Checklist

1. Know Your Audience
2. Know Your Material
3. Structure Your Presentation
4. Prepare, Prepare, Prepare
5. Calm Yourself Internally

Benefits of Improving Presentation Skills



Improve your social and professional skillset by engaging an audience



Enhance your ability to tell a story with a purpose and make your case for personal advancement



Stand out among your peers and set yourself up for success

Additional Resources





- Up to 6 sessions of Counseling
- Legal and Financial Consultations & Resources
- Virtual Concierge
- Wellness
- Health Advocacy
- Easy Phone Access to all services: 1-800-327-2255
- Live response 24/7/365
- Web Portal:
www.nexgeneap.com
- Mobile App: **Balance***Benefits*
- 100% Confidential

