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.
- Changing 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
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