

# Public Speaking and Presentation Skills

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# Presentation Overview

Introductions

Preparation

Delivering Key Messages

Delivery – The Entertainment Factor

Audience Participation

Anticipate Audience Questions & Interests

Overcoming Fear

Evaluating Your Delivery

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# Introductions

Tell us your name and where you are from  
and either;

- a person who you enjoying listening to  
speak and why

OR

- Your greatest challenge in presenting or  
public speaking
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# Introductory Comments

- Public speaking is one of the world's greatest fears right next to the fear of snakes. It tests;
  - Our credibility and knowledge base
  - Ability to articulate
  - Our ability to be commanding presence
  - Our confidence
  - Our ability to read the needs of the audience
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# What Makes a Great Presentation?

- ❑ New information – ROI of your time
  - ❑ Sequential thinking and presentation
  - ❑ Solid judgment of the knowledge base of the audience
  - ❑ Evidenced based information
  - ❑ Imparting ways one can improve their skills
  - ❑ Audience participation / engagement
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# Great Presentations That We have Loved

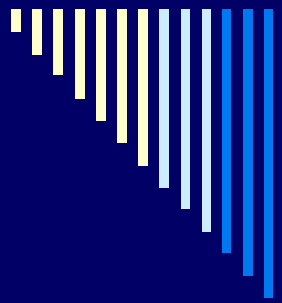
- Stories / anecdotes to bring it all home
  - Different approaches and styles
  - Relaxed and engaged presenter
  - Physical layout and comfort
  - Relevant topic and content
  - Appropriate pace
  - Humour if appropriate
  - Other??
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# Presentations that I have Known and Loathed

- Too long
  - Reading the slides (argh!)
  - Flashy technology that shows up the presenter
  - Tone and tempo (dreary and slow)
  - Inappropriate language and jokes
  - Annoying habits
  - Other??
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# Three Phases to Solid Presentations and Public Speaking

1. Research and Preparation
  2. Practice and Delivery
  3. Evaluation
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# Research and Preparation

- ❑ Know what your audience wants
  - ❑ Purpose – entertain, introduce, seek approval?
  - ❑ Key Points
  - ❑ Latest developments/statistics
  - ❑ Simplify
  - ❑ Limit to a few messages
  - ❑ Practical application if possible
  - ❑ Related stories
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# Preparation and Practice

- Develop full length of what you want to impart
  - Main points and expansion
  - Reduce to PPT and speak to points with speaking notes
  - Practice - speak from key points
  - Test speech/presentation
  - Visualize yourself and the audience
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# Delivery

- ❑ Ensure the room layout is appropriate for your presentation
  - ❑ Get there early and greet audience if possible
  - ❑ Ask participants what they would like covered if appropriate
  - ❑ Insert appropriate stories - flow
  - ❑ Insert appropriate audience engagement opportunities
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# Presentation

- The entertainment factor
  - Use of technology
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# Delivering Key Messages

1. Tell them what you will tell them
  2. Tell them  
.....and in wrapping up
  3. Tell them what you told them
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# Evaluation

- Formalized if possible
  - Apply learnings at the next opportunity
  - Ask for feedback
  - Sense how things are going, check in with participants
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# Overcoming fear

- a little anxiousness is good
  - Visualize
  - Deep breathing
  - Know your stuff
  - Practice
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# Winning Strategies

- Excellent speakers can be impromptu, collect their thoughts and speak with clarity
  - Audience Exercise
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# Conclusion

- Review what we have discussed
  - Questions
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# Conclusion

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