

# Energize Your Presentation Skills



Part 7: how to survive and thrive with virtual presentations and remote meetings



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1

## What Sucks the Energy Out of a Presentation?



- ~~Dull opening~~
- ~~Too much content~~
- ~~Disorganized content, eating the microphone~~
- ~~Body language, voice and movement~~
- ~~Bad tech~~
- ~~Bad jokes~~
- ~~Handling questions~~
- ~~PowerPoint~~
- Presenting virtually
- Nervous speaker
- Boring speaker



2

## My background.....



3

The challenge of a virtual presentation is capturing and holding the attention of your remote audience



4

## Part 1: Skills previously covered during this webcast series that are even more important for virtual presentations

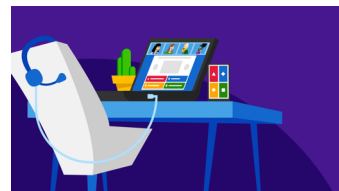


5

### **Basic presentation skills important to virtual**



1. Content is king
2. Slides are more important than ever
3. Your energy is in your voice
4. Have a strong opening
5. Focus on audience engagement
6. Have a strong closing

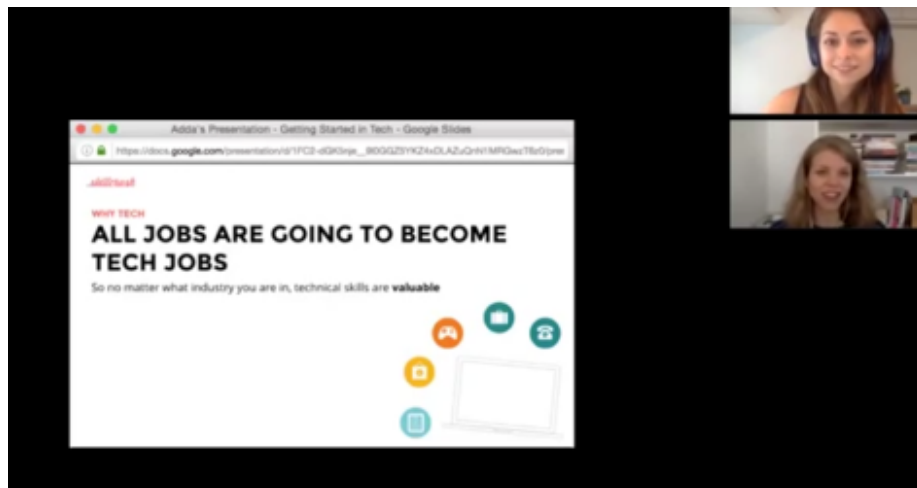


6

The more effort you put into the clarity of your points, the easier everything else about public speaking becomes.



7



8



## Slide design



1.Clean

2.Concise

3.Consistent



9

## Thoughts on slide usage.....



Don't pack too much information into a slide

- “Presentation” vs “Documentation”
- Number of slides is not the problem



10



Your audience will develop an impression of you within the first 15 seconds



11



Don't waste that time squandering what may be your greatest opportunity to captivate them



12

## What Makes a Great Presentation Opening?

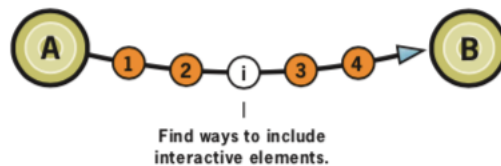


- Show some energy! You're on stage (virtually)!
- Be unique and memorable – first 15 seconds
- Describe the benefits
- Tell a story
- Exciting, interesting graphics
- Start with the big picture
- Memorize your opening
- The audience wants to like you!



13

## Change things up! Audience engagement



- Encourage audience to use chat window
- Ask the audience a specific question
- “think about this for a moment...”
- Ask the audience to write down a list
- Tell a story
- Change voices by using a guest speaker
- Polls and videos

14

## The prepared closing



- If you take questions at the end, be prepared with a strong closing following the last question
- Memorize your closing
- What you hope your audience does with the information they have received or the skills they have acquired
- A call to action – to get active in something

*“In the long run, numbers numb, jargon jars, and nobody ever marched or protested because of a pie chart. If you really want to connect with your audience, give them what they’re waiting for – what we are always waiting for. Tell them your stories.”*

*- Andy Goodman*



15

## Part 2: Skills that are new and unique for virtual presentations



16

## Specific new skills important to virtual



1. Cameras and body language
2. What's in your background?
3. Proper lighting
4. Know the technology
5. How long will this take?
6. You are in charge of your space



17

Remote  
meetings!



18

## Communication tips for more effective remote meetings

1. Talk less
2. Establish ground rules
3. Hear from everyone
4. Chat a bit
5. Use your inside voice
6. Be patient
7. Interrupt smoothly



19

## Reference Materials



### ➤ Books

- ✓ **Beyond Bullet Points** – Cliff Atkinson (covers the story template)
- ✓ **Made to Stick** – Chip Heath & Dan Heath
- ✓ **Presentation Zen** – Garr Reynolds

### ➤ Web Sites

- ✓ Stock xchng - [www.sxc.hu](http://www.sxc.hu)
- ✓ Free Digital Photos - [www.freedigitalphotos.net](http://www.freedigitalphotos.net)
- ✓ Techniques and advice - [beyondbulletpoints.com](http://beyondbulletpoints.com)
- ✓ Toastmasters.org (detailed articles on voice)
- ✓ [speakerhub.com/skillcamp](http://speakerhub.com/skillcamp)

20

## Upcoming topics for future episodes



Our series will resume in September.....

- Speaking spontaneously
- Getting beyond nervousness
- How not to be boring



21

## I need a little help to build my speaking business



If you feel so inclined.....

- LinkedIn.com - please endorse my presentation and speaking skills
- Speakerhub.com - recommend me



22



## Summary of today's content



The primary challenge of a virtual presentation is capturing and holding the attention of your remote audience.



“They may forget what you said, but they will never forget how you made them feel.” – Carl W. Buechner

23

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24