

Energize Your Presentation Skills



Part 8: how to do your best when asked to speak spontaneously



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What Sucks the Energy Out of a Presentation?



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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~~
- ~~Speaking spontaneously~~
- ~~Nervous speaker~~
- ~~Boring speaker~~



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My background.....



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Review: Six key points from previous episodes



- Create a strong opening
- Avoid too much content – practice!
- Show energy through body language, movement and eye contact and voice
- Decide when to take questions
- Check out all tech in advance
- Add humor with stories and cartoons

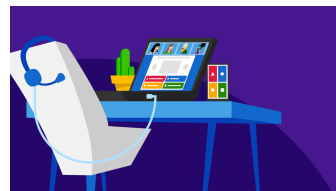


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Basic presentation skills important to virtual



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



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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



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Spontaneous speaking



1. Get out of your own way
2. See things as an opportunity
3. Slow down and listen
4. Paraphrase
5. Tell a story using structure



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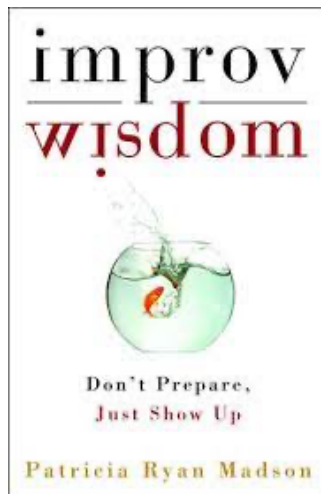
1. Get out of your own way



- Dare to be dull
- Less is more
- Avoid stockpiling
- Substitute attention for preparation



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“Don’t prepare” really means to let go of our ego involvement in the process.”

“Discover the freedom that comes when you trust that you have what you need.”

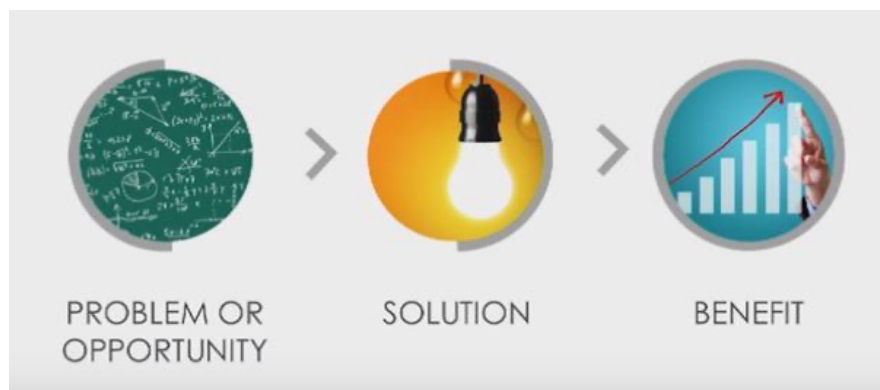
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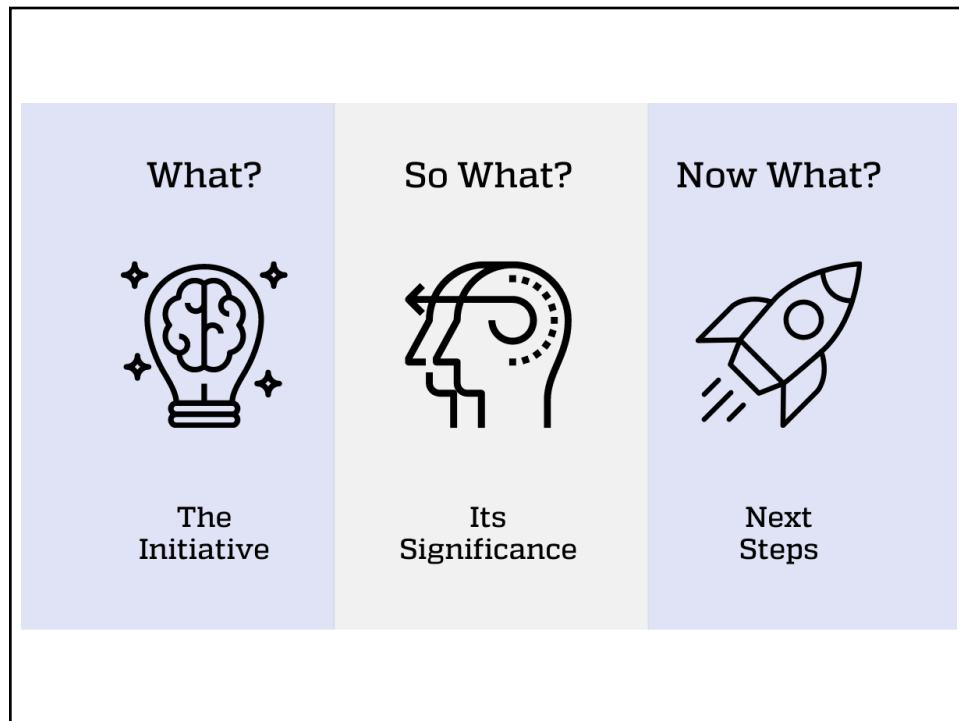
“The Swiss Army Knife of Communication”



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Reference Materials



➤ Books

- ✓ **Beyond Bullet Points** – Cliff Atkinson
- ✓ **Made to Stick** – Chip Heath & Dan Heath
- ✓ **Presentation Zen** – Garr Reynolds

➤ Web Sites

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

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Upcoming topics for future episodes



- Getting beyond nervousness
- How not to be boring
- Review and Wrap-Up



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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



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Summary of today's content



Speaking spontaneously is all about what to say and how to say it. Move at your own speed, get out of your own way, and enjoy yourself!



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

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