

# Energize Your Presentation Skills



Part 2 – body language, movement, voice, managing time and content



Glenn Anderson  
The Performance Catalyst Speaker

GlennAndersonSpeaks.com  
GlennAndersonSpeaks@gmail.com



## What Sucks the Energy Out of a Presentation?



- PowerPoint
- Dull opening
- Too much content
- Disorganized content
- Body language, voice and movement
- Bad tech
- Bad jokes
- Handling questions
- Nervous speaker



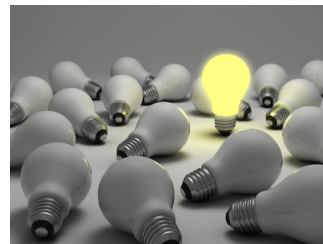
## My background.....



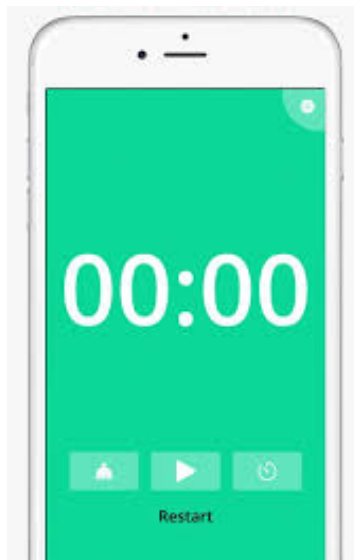
## What Makes a Great Presentation Opening?



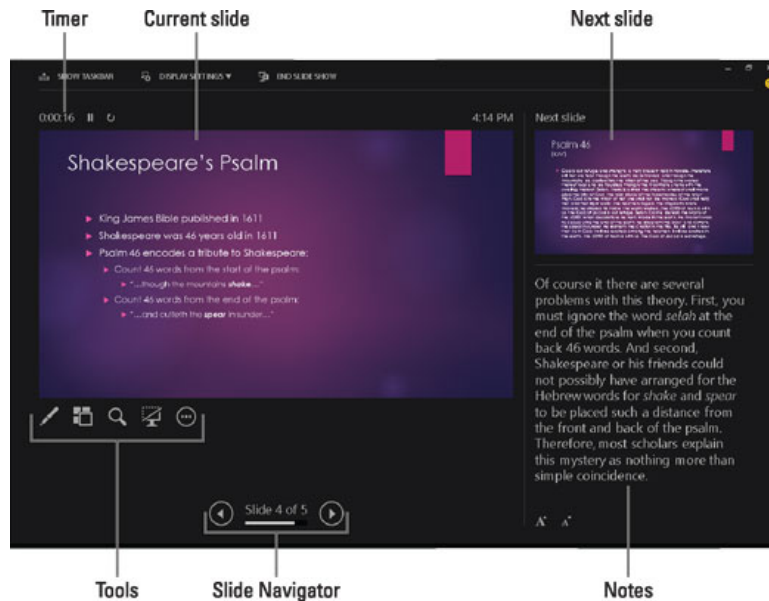
- Show some energy! You're on stage!
- Be unique and memorable – first 15 seconds
- Tell a story
- Know your audience
- Exciting, interesting graphics
- Start with the big picture
- Memorize your opening
- The audience wants to like you!



## How Much is Too Much?



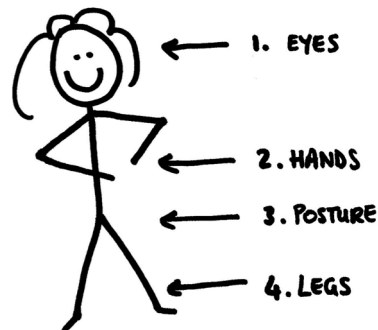
## PowerPoint presenter view



## How to Use Your Body Language, Movement and Voice



- Show some energy! You're on stage!
- Body language
- Movement
- Use a remote-control device
- Laser pointer
- Blank the screen
- Eye contact
- Silence and pauses
- Use your voice







## 1. GOOD BODY POSTURE

### SHOW SELF-CONTROL AND CONFIDENCE.

To keep the audience interested in your speech, you must have a relaxed posture and deliver positive vibes. Keep your neck visible, chest pushed a little forward, and the shoulders held slightly backward..

## 2. STAND UP STRAIGHT

### FILL THE SPACE AROUND YOU.

Relax your shoulders and place your feet less than shoulder length apart. Next time you feel like slouching, remember that it is a result of collapsing your form – you're taking up less space and projecting to be powerless.



## 3. MAKE GESTURES

### SHOW PEOPLE YOU'RE COMPETENT.

Spreading your arms apart or gesturing with your palms exposed communicates that you have nothing to hide. Gestures can make you seem more credible and personable.

## 4. NEVER CROSS YOUR LIMBS

### BE OPEN TO OTHERS.

Use your body language to welcome your audience in. Smile and engaged with them. If you cross your limbs, the audience may get the sense that you're shutting them out.



## Three main gesture types



- Symbolic
- Descriptive
- Emotional



### 5. KEEP YOUR JAW MOBILE

#### SHOWCASE SELF CONFIDENCE.


Confident speakers open their jaw and speak with immense clarity, while those who are stressed or frightened tend to limit the movement of the jaw muscles. Relax your jaw before speaking..

### 6. MAINTAIN A HIGH ENERGY LEVEL

#### CHARISMATIC PEOPLE ARE HIGH ENERGY.

Pump yourself up before going on stage, whether that's with a few jumping jacks or something more lasting such as a morning routine. Audience's attention may fade if you gear down too much during your presentation.





## 7. GO BACK TO YOUR MESSAGE

STAY FOCUSED.

Align your verbal and nonverbal communication by focusing on the emotional intent of your message. During your talk, keep your focus on offering value to your audience.

Presented by

Goalcast **speakerhub**

Written by Matt Valentine Produced by SpeakerHub

Download this infographic on [www.speakerhub.com/skillcamp](http://www.speakerhub.com/skillcamp)  
SpeakerHub believes in the power of live presentations and personal connections. We are one of the fastest-growing communities of public speakers and trainers, helping them build their skills and make connections with event organizers.

**For more speaking opportunities, visit  
SpeakerHub.com**



## The four presenter voices of leadership



- The Teacher
  - Instructional with explanation as the goal
- The Motivator
  - Action-oriented with personal change as the goal
- The Storyteller
  - Engaging, with emotional connection as the goal
- The Visionary
  - Inspiring, with organizational change as the goal



## Upcoming topics for future episodes



- PowerPoint usage – good and bad
- Handling questions, tech, and humor
- Developing your title and your content
- Tips for presenting virtually
- Speaking spontaneously
- Getting beyond nervousness
- How not to be boring



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

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



If you feel so inclined.....

- [Linkedin.com](http://Linkedin.com) - please endorse my presentation and speaking skills
- [Speakerhub.com](http://Speakerhub.com) - recommend me



## Summary



- Content and time management
- Body language
- Movement
- Eye contact
- The four presenter voices



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

## Energize Your Presentation Skills



**Glenn Anderson**  
The Performance Catalyst Speaker

GlennAndersonSpeaks.com  
GlennAndersonSpeaks@gmail.com

