

Energize Your Presentation Skills



Part 3 – Handling questions, proper use of tech, adding humor



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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!



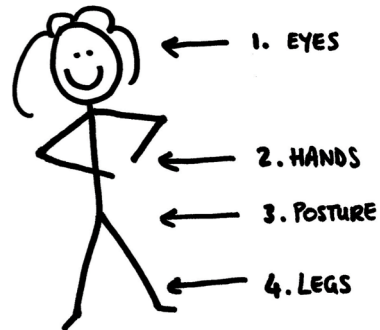
How Much is Too Much?



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



Handling Questions



- When to take questions?
- Always repeat the question!
- Never end the presentation with questions
- Trouble-making questions



The Underminer



“I think I understand what you are trying to say here. It’s not an easy topic. Not everyone is able to succinctly describe the challenges, and you did your best. Good try.”



The Self-promoter



“Hi, I’m Steve from accounting. Nice to see everyone. And great presentation by the way. I really enjoyed it. And I’m not usually a PPT guy, you know. But you were able to keep me absorbed for the past 15 minutes. Anyway, I have a question.....”



The Critic



“On slide 13, on the second table, sixth column across, twelfth row down, you seemed to be missing a decimal point. Was that intentional?”



The Left Fielder



“I noticed that you didn’t talk about the latest findings from North America regarding the rising consumer demand of the post 90’s generation. Could you share your thoughts?”



The Bombardier



“Actually, I have three questions. OK. My first question is also in two parts.....”



Know the “Technical” Details



Allow plenty of time for.....

- Microphones
- Rearranging the furniture
- Lighting
- Check out projector in advance
 - Test projector and your laptop
 - Practice in slide show mode



Mic tips for presenters



- Get close to the mic
- Speak directly into the mic
- Do a sound check before the event
- Avoid feedback
- Use the on/off or mute button



We all make mistakes!



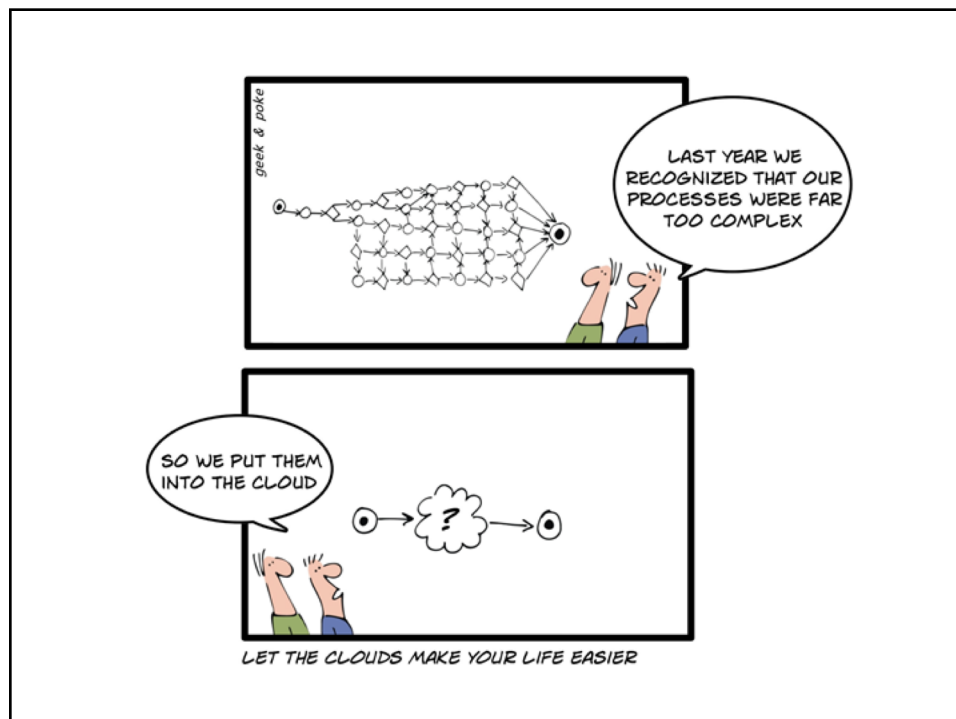
- Avoid the mistake of trying to make no mistakes
- Your response to a mistake defines the audience's response



Using Humor



- Humor when a glitch occurs
- Understatement and exaggeration
- Collect funny stories
- Cartoons





Upcoming topics for future episodes



- PowerPoint usage – good and bad
- 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
 - ✓ Free Digital Photos - www.freedigitalphotos.net
 - ✓ Techniques and advice - beyondbulletpoints.com
 - ✓ Toastmasters.org (detailed articles on voice)

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



Summary

- Decide how and when to handle questions
- Check out all the “tech” in advance
- Add humor as appropriate and as you feel comfortable



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

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