



Dynamic Presentations – **Conquer the Podium**



Your audience is anxious to hear your dynamic presentation!

If you're not anxious, however, to step up to the podium, you are not alone. I'm going to share plenty of tips to help you walk away from the podium feeling great, but first, let me just say that even seasoned public speakers report being nervous before a speech or presentation. Actually, being nervous is a good thing. A few nerves mixed with a little adrenaline helps you focus and stay on your toes. So embrace your nerves. They aren't a bad thing.

I want to share tips I've learned over the years in four categories:

1. Mindset
2. Content
3. Preparation
4. Presenting



What topics would you like me to address in my newsletters?

I try to choose issues I hear my clients talking about or inquiring about.

I want my newsletters to be relevant to your real-world job needs. **So tell me what topics you'd like to hear about.** I welcome your suggestions.

**Click here to email me
your ideas.**



1. Mindset – When is the last time you went to hear someone speak, whether a speech, a workshop, a training, a report – whatever, and you went intending to hate the speaker, boo, throw tomatoes or ask questions to make the speaker look foolish? ... still waiting... right – probably never, unless maybe it was when you were a rebellious teenager. Most of what we fear about public speaking never happens. Your audience is full of people just like yourself. They care, they have good intentions and they are there because they genuinely want to hear what you have to say and learn something from you. Think of them as a group of individuals, not as a large audience. If you are relaxed and confident, they will enjoy it even more.

2. Content – Your content should be well thought-through and finely tuned. Don't allow yourself to be embarrassed or criticized for typos, misspelled words, formatting mistakes, etc. Proofread it and then let others proofread it as well. When proofreading, do it 4 times – once for content, once for spelling, once for grammar and once for formatting.

What is it you want your audience to know, do, feel or understand when they leave? Start with the end in mind. What's your goal? What information will they need? What stories will make it come alive? What might you ask of them? Gather your pieces of content and organize it. Then think of your content in three parts. One, tell them what's coming; two, give it to them, and three, tell them what you told them and share the conclusion or ask them to share what they are taking away.

Make your introduction something that will get their attention and help you connect right off the bat with your audience. For example, it might be a statement with something you know is probably true of them, it might be a myth you guess they may believe about the subject or a statistic that might stun them. Get their attention. Do that and you will have started well and they will be visibly paying attention, which will help build your confidence and calm your nerves.

Build questions into your content to engage them. It also breaks up the auditory sound by listening to each other's voices in addition to your own.

Here's my story about learning to practice in front of a mirror.

I learned that years ago from one of the most dynamic speakers I've known in my career.

I was walking down a hallway when the door to the men's room was thrown open by a man exiting. In that short moment, inside I saw my mentor standing in front of the mirror practicing the speech he was about to deliver.

I was shocked that he needed to do that! He was so good and spoke so easily, as if it just rolled out of his mouth, that I thought he never needed to prepare or practice.

I said something to him about it and he told me then, **"Joy, preparation is everything!"**

So I do it too. I practice in front of a mirror, particularly if it's the first time I'm presenting the material.



What do you do when you know some in the audience are going to disagree with you?

Acknowledge it up front. If you are the one to raise it first, then it won't come out at an inopportune time and derail your whole presentation or take away your credibility. In fact, it adds to your credibility to acknowledge it.

So raise it early, explain what you know about the other

Use humor. Maybe you're a funny person and can joke with your audience or add humor contemporaneously. That's great. What if you're not particularly witty or funny? I'm not, so I don't try to be something I'm not. Instead, you can inject humor through short videos, cartoons or other visuals. Play with it and have some fun. Always be sure your content is clean, is respectful of everyone and is age appropriate.

Add stories to help bring the content to life. Just remember, stories are to presentations what seasoning is to food. A little bit enhances the flavor, but too much can ruin the dish.

If you're using jokes, visuals or stories, it's always good to try them out on a couple people first to hear other perspectives of how it might be received.

3. Preparation – If you want to be more relaxed, then do your homework and come well-prepared. Once you have your content set, then create your notes of what you'd like to say or how you'd like to say it – particularly if you have a PowerPoint presentation. Then PRACTICE, preferably in front of a mirror. No, I'm not kidding! (See the sidebar for one of my stories about how I learned to do this.)

Practice in front of others and ask for feedback. It will help you not only polish your presentation, but also build your confidence.

Become intimately familiar with your presentation and your notes until you can say it without looking.

And it is OK to look at your notes during the presentation, but to keep you focused and jog your memory, not to read them to the audience. Preparation allows you to relax and ad lib when you choose to and to handle questions with ease. If you're not well prepared, you may end up worrying more about what you're going to say than connecting with your audience.

4. Presenting – Before it starts, walk around and meet people. Shake their hands and introduce yourself as the speaker. They'll be impressed, realize you care and you'll make connections. Some may even tell you why they came or what they're looking forward to and you can even weave their comments into your introduction or into other pertinent pieces of the

perspective. Be respectful of it without giving it too much attention, and then talk about the value of what you are presenting.

You might share a statistic here or offer that to make the best decisions, it's always helpful to fully understand both viewpoints.

Speakers who talk about what life has taught them never fail to keep the attention of their listeners.

Dale Carnegie



MAKE SURE YOU HAVE FINISHED SPEAKING BEFORE YOUR AUDIENCE HAS FINISHED LISTENING.

DOROTHY SARNOFF

If you can't communicate and talk to other people and get across your ideas, you're giving up your potential.

Warren Buffet

presentations.

When you're speaking, don't look down at your notes, but rather make eye contact with individuals in your audience. Of course you need to check your notes occasionally, but connect with the people who are there to hear you. Look at a specific person for at least a few seconds, then move on to another person. Think of the room as left, center and right. Move back and forth through the three sections making eye contact with someone each time. Look at individuals rather than at the audience as a whole. Remember your mindset. Think of them as a group of individuals, not a large audience.

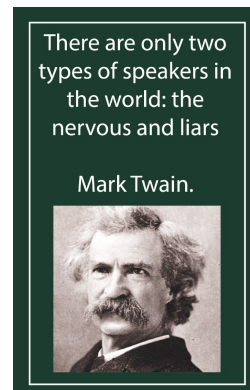
As you talk, walk around a bit. You can even walk out into the group. Be sure everyone can still hear you though. There's no need to hide behind a podium unless you are making a formal speech. If you do move around, be sure to also stand still for short periods. A constantly moving presenter becomes a distraction to the listener.

With these helpful tips you're sure to have a successful presentation that will create a positive impression.

Practice, Prepare and Captivate,



Click below to schedule time with me.



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Power Wash Negative Self-Talk

December

Be Your Own Champion

January

Intellectual Honesty - The Relationship-BUILDER

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