



Effective Presentation and Meeting Skills

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4 November 2011

Presentations and Meetings

- Presentations (which are really meetings...)
 - Public speaking skills are important for everyone
 - First and last impressions *are* important
 - Stage fright can be overcome
 - Less is better
- Meetings (which are really presentations...)
 - Meetings can provide the opportunity for a group of individuals to
 - Interact
 - Share information and ideas
 - Reach consensus
 - Build enthusiasm
 - Meetings can be a waste of time

Topics - Effective Presentation Skills

- Planning and creating the presentation
- Using visual aids effectively
- Overcoming presentation nerves
- Delivering the presentation confidently
- Answering the questions completely

Planning and creating the presentation

- Establish the purpose of the presentation – what do you want to achieve?
 - Sell?
 - Persuade?
 - Inform?
 - Motivate?
- Build and audience profile – think about to whom you are speaking to

The more you understand your audience before hand the more you'll be able to adapt your material to make it relevant to them.

Planning and creating the presentation (cont)

- Establish the key message of your presentation
 - Develop one key message that everything else links to
 - The key message should have a very strong benefit for the audience to listen to you
 - Answer **“So What?”** Ask yourself, “What’s in it for them?”

Once you’ve answered this question - you should have identified your key message.

Once you’ve established what this is – write it down.

Planning and creating the presentation (cont)

- Develop and structure the content of your presentation – think in terms of THREEEs:
 - Beginning
 - Middle
 - End
- As you create content, remember:
 - Your purpose – what you want to achieve
 - The key message – what is in it for the audience

Planning and creating the presentation (cont)

- Edit your content
 - Once content is identified, edit aggressively.
 - Consider the type of language you're using.
 - Look for ways of grabbing the audience's attention.
 - Avoid long-winded answers, jargon

If you don't have a strong structure, you risk wandering off topic, or worse your mind may go blank and you'll head off on a tangent, Then you'll lost the audience

Planning and creating the presentation (cont)

- Summing it up – use of a Mind Map



Using visual aids effectively

- Avoid:
 - Slide after slide of bullet points
 - Multiple transition effects
 - Reading the content
 - Turning your back to the audience
 - Death by PowerPoint
- PowerPoint was never designed to the presentation content itself – nor were the slides to be the prompts for the presenter

Using visual aids effectively (cont)

- What's the purpose of visual aids?
 - Great way to enhance presentation VISUALLY – when used sensibly and with a clear purpose
 - Relate the visual aids to your audience and to the type of presentation you are designing
 - Use a flip chart for a few slides in an intimate setting



A great resource for learning the art of presenting graphic information effectively:

The Work of Edward Tufte and Graphics Press
www.edwardtufte.com

Using visual aids effectively (cont)

- Designing visual aids
 - Keep them simple
 - Use images, graphs, diagrams, that will help the audience understand your message
 - Keep bullet points to a minimum – just the key points, facts
 - Avoid spending 80% of your time preparing graphics and 20% on content

Using visual aids effectively (cont)

- Pitfalls of visual aids
 - Overdone – TMI
 - Too many transition effects
 - Font size too small
 - Too many slides
 - Try to minimize text, keep it visual

Overcoming presentation nerves

- Prepare yourself to present
 - Do your homework
- Physical techniques
 - Breathing techniques
 - Psychological techniques
 - Rehearsing

Delivering the presentation confidently

- Know your space and tools
 - Hardware
 - Software
- First impressions
 - Never underestimate
 - Use of voice, body, space
- Speak confidently
 - Pace of speech – don't rush
 - Speak clearly, don't slur words
 - Project your voice – this isn't a one-on-one conversation

Delivering the presentation confidently (cont)

- Sound interesting
 - Use more expression in your voice – avoid the monotone
 - Emphasize key words
 - Inject a pause to create impact
- Look confident, engage the audience
 - Posture
 - Gestures
 - Eye contact
- Stamina
 - It takes energy to speak in front of an audience
 - Never underestimate the energy of being well rested

Answer presentation questions confidently

- The importance of preparation
 - Do your homework – anticipate questions
- Audience baggage
 - Prepare for potential pre-conceived ideas or opinions
- Prepare for difficult questions
 - Write down potential difficult questions – and your answers

Answer presentation questions confidently (cont)

- Control the audience
 - Fully understand the question before responding
 - Set ground rules for the audience
- Avoid audience traps
 - Focus on succinct answers – say what you want to say
 - Avoid going on the defensive
- End confidently
 - Decide before hand how to end the Q & A session

Summary - effective presentations

- Plan your presentation
- Use visual aids effectively
- Overcome presentation nerves
- Deliver the presentation confidently
- Answer questions completely

Have fun.....

Additional info available at www.presentation-skills.biz

Topics - Effective Meetings

- Planning and preparation
- Scheduling
- Execution
- Follow-up

Is a meeting necessary?

Are you lonely?

Tired of working on your own?

Do you hate making decisions?

HOLD A MEETING!

You can –

- See people
- Show charts
- Feel important
- Point with a stick
- Eat donuts
- Impress your colleagues

All on company time!



MEETINGS

THE PRACTICAL ALTERNATIVE TO WORK

Planning

- Define the purpose
 - Is a meeting necessary?
 - Can the issue be addressed in another manner?
- Prepare an agenda
 - Send it out in advance to the participants
 - Make sure it addresses the key objectives
- Invite the participants
 - Only invite those who need to be there
- Schedule the meeting in advance
 - Don't overbook people
 - Keep it as short as possible – schedule it that way
 - Give people time to prepare
- Clarify roles and responsibilities
 - Make sure everyone knows why they were invited

Scheduling - avoid conflicts

October 2008

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2008

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 27 - 31, 2008

Time	Monday (27)	Tuesday (28)	Wednesday (29)	Thursday (30)	Friday (31)
8 am			0815 Comprehensive Panel - 12hr fast		MECOP Full Board Mentor Graphics L
9:00	Q3 Business Review - Casting and TI Sponge WC - CR Zirconium Vignoul, Greg	Develop action plan from VSM on OPM issues WC - CR Building 1 Edwards, Brian	Discuss OE VSM Project My Office Edwards, Brian	Continuous Improvement Event: VSM for Implementing OPM Demand Planner in Consolidation WC - CR Consolidation Williams, Colin	
10:00			FW: TI Sponge Spillage WC - CR TISponge Hug, David		
11:00		CI Review Micheau's Office Smith, Corey			
12 pm		Click to add appointment			
1:00				Chem Ops Review	
2:00	CI Presentation Home Edwards, Brian	Updated: Consolidation Quarterly Operations Review WC - CR Consolidation Olarey, Phil	FW: TI Sponge Meeting TI Conf Room (Allvac-Albany) Davis, Lynn		Southside OPM Micheau's Office Micheau, Gary
3:00			Maintenance Review WC	TI Sponge testing and certification flow TI Sponge Training Room, South Albany Plant Bentz, Randall	SMED Building 166 Knight, Joe
			Review Lean Slides for Corporate Micheau's Office Smith, Corey		

Show tasks on: Due Date

Execution (meeting or presentation)

- Be the first one there
 - Have agendas ready to pass out
 - Have projector on, presentation on screen
- Start on time
- Stay on schedule
 - Everyone's time is precious
 - Focused meetings have much higher energy level
- Monitor the team's energy level
 - Too much detail can kill the team
 - Watch body language
- Watch out for “look at me, me, me”
 - The dreaded “lets share around the table”
- Close on time or better yet, early
 - Don't fill in the remaining scheduled time

Follow-up

- Summarize clearly – no misunderstandings
- Assign action items
 - Complete with due dates and acknowledgement by owner
- Meeting notes
 - Be sure you need them
 - Keep them very succinct with facts, assignments, milestones
- Follow up and update attendees on progress

Summary

- You can have successful meetings or presentations if you:
 - Do your homework – be prepared
 - Start and finish on time
 - Stay on point (follow the agenda or your key point)
 - Follow up as necessary



Questions?

