

6 Techniques to Elevate Your Presentation Skills

July 19, 2023





Building better teams through development workshops & coaching.

Workshops

- Delivering Feedback
- Presentation Skills
- Mitigating Unconscious Bias
- Behavioral-Based Interviewing
- A Manager's Perspective

Coaching

- Career Coaching
- Empathy Coaching
- Management Coaching
- Engineering Management Coaching

Consulting

- Career Mapping
- L&D Programs
- DEI Programs
- Organizational Development

Learning Agenda



**Reflecting
on our
anxiety**



**6 techniques
to show
confidence**



Q & A



#APBio



Reflecting on Our Anxiety



“It’s OK to have butterflies. Just get them to fly in formation.”

- Unknown



**We are HUMAN.
We ALL get
nervous.**

POLL:

**Why do *you*
get nervous
before
presenting?**



R

Recognize

- Recognize your feelings of anxiety.
- Recognize the thoughts & behaviors that come with it.

A

Allow

- Allow the feelings of anxiety to be there.
- Don't try to push them away or judge yourself for having them.
- Acknowledge, "It's ok."

I

Investigate

- Investigate where do you feel the feelings in your body?
- What do you need right now to feel better?

N

Nurture

- Nurture your feelings.
- *e.g. calming exercises, self-compassion/encouragement, reassurance, someone to tell me it's okay, a hug, a restroom break, a cookie, etc.*

6 Techniques to show Confidence



#1. Shift your mindset

Why?

Seeing things in a positive or neutral light will help you become less anxious.

From



To

"I hate **public speaking.**"

"I am **speaking** to them about."

"I **have to** do a **presentation.**"

"I **get to** have a **conversation.**"

"I don't want to be in the **spotlight.** They are going to **judge me.**"

"It's not about me. **It's about them.**"

"Omg, **the leadership team** will be there!"

"**Pat, Brandon and Rehka** are interested in hearing what I have been working on."

"I'm **not as good of a presenter as** ____.
They're going to think less of me."

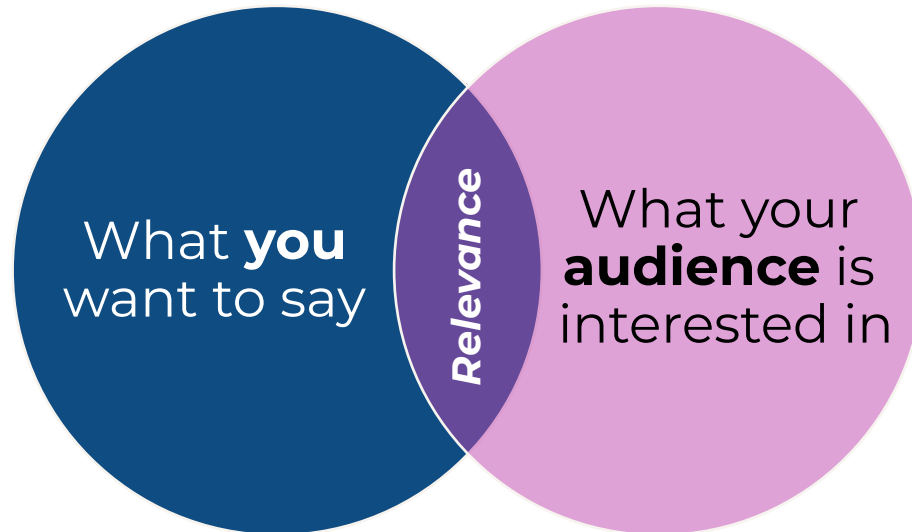
"**Be yourself. Everyone else is taken.**"

Oscar Wilde

#2. Kill your darlings

Why?

We increase our relevance if we know our audience. You are doing your audience a disservice if you only focus on what you want to talk about.



#3. Give yourself cues

Why?

It **prompts** you what to say on a slide full of words; **directs** the audience's attention.

Use **typographical emphasis** on important words that can prompt you on what to say

- **Bold**
- *Italicize*
- Underline
- **Color (Stoplight Method)**



#4. Direct the audience's eyes

Why?

It shows that you're in control.
It also prevents them from being lost in a page full of text.

STEP 1: Give a quick overview of the slide before going into detail.

STEP 2. Give a disclaimer (if needed). If there's a lot of details, say: "There are a few steps here. I'll walk you through each step so you can follow along with me."

STEP 3: Mention the area of the slide you're discussing to direct the audience's eyes. *Example: In the upper left corner you can see...*



* You can also use animation to control the audience's attention

4 Different Training Sessions

Presentation Skills

Learning objectives:

- Tailoring your message
- Using cues
- Crushing anxiety
- Showing confidence
- Keeping them engaged

Communication Hacks

Learning objectives:

- Being aware of different communication styles
- Building rapport
- Collaborating with others
- Recognizing different communication channels
- Getting your point across

Disrupting Bias at Work

Learning objectives:

- Our unconscious mind
- Being aware of our stereotypes and biases
- Confronting our privileges
- How biases manifest in the workplace
- Microaggressions

Management 101

Learning objectives:

- Going from IC to Manager
- Instilling psychological safety
- Building a strong culture
- Managing performance
- Delegating work

#5. Connect with their name

Why?

The person will feel like you noticed them, heard them, and are connecting with them.

Say the name first, followed by information.

- **Questions** (to get people involved)
- **Callbacks** (to recall a topic or give credit)
- **Examples** (to help people envision what you're trying to say)

“A person's name is to him or her the sweetest and most important sound in any language.”

- Dale Carnegie

Winston Churchill

Former UK Prime Minister



Directions: Share your response in the chat.

#6. Practice as much as you care

Why?

Having a contingency plan will put your mind at ease. Think of your biggest fear about presenting, and have a backup plan for it.

Practice timing

- How much **time** can I spend on each slide?
- Which slides do I definitely **need to cover**?
- What areas can I **skip** if time is cut short?

Practice hearing your voice out loud

- Where are you getting **stuck**?
- Are you **rambling** or **repeating** yourself?
- Where do you need a **smoother transition**?

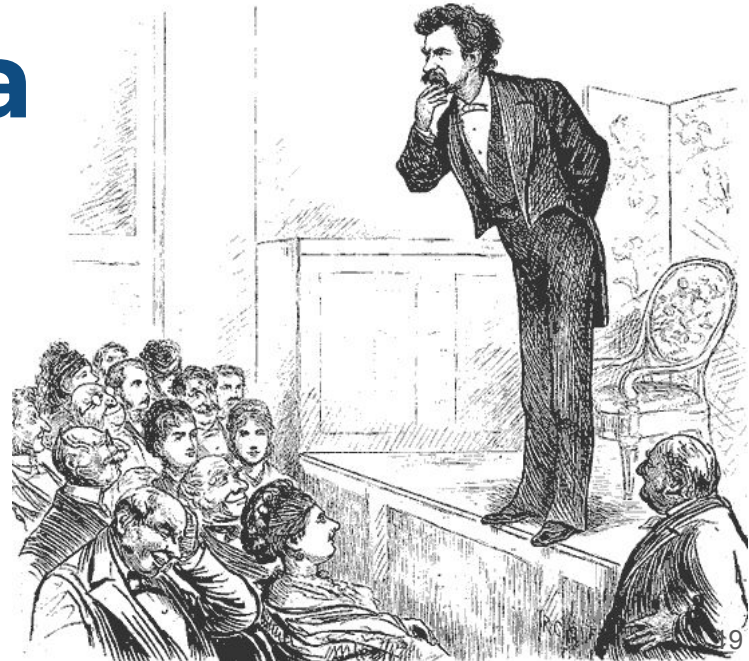
Practice logistics

- Am I facing anything that could **distract** me?
- What do I do if I lose **wifi** connection?



“It usually takes me more than three weeks to prepare a good impromptu speech.”

- Mark Twain



Please provide your feedback.

Webinar Name:

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Q



A



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