

Mastering presentation skills



Bogdan Doinea

CATC Romania Program Manager – Quality and Instructor Training

Keyword ?



CONTROL



Preparing your presentation

- Why prepare a presentation?
- What do i want to obtain from my presentations?



- What message do i want to send(TX)?
- What message do my students want to receive(RX)?

Before you start

- Posture



- The power of silence

The beginning of the presentation

- Present yourself



- Then present the subject
- Don't lengthen any of the two

Steps in presenting – the lion tamer

- Positive attitude
- Try to focus students attention
 - obstacles, markers, flipcharts
- How to look at the students, not the class
 - a common mistake: don't insist
- Use your voice like HTML uses markup
 - thought vs. speech – “a/ă” breaks
 - use voice inflexions (but don't exaggerate)
- How to walk
 - common mistakes: sticky floor, caged lion

Personal involvement

- Gestures
 - how to move your hands?
- How to maintain attention?
 - enthusiasm
- How to say “i don’t know”
- How to point to somebody



Engaging the audience

- Interaction – try to build the subject together
 - watch out for allowing too much freedom
- Use the first person in the plural
- Personal experience
- Changing context
 - analogies
- Repeat important ideas
 - at least 4 times



Ending your presentation

- Overview slide
- What should the conclusion be?
- Watch out for long endings!
- How to ask for questions?
- How to respond to questions?



Post-presentation – lack of questions

- “Are there any questions”?
- NO. Why?
 - maybe they fell asleep
 - maybe the subject isn’t interesting
 - maybe you had a long ending
- What to do?
 - don’t insist
 - don’t close-up unprofessionally



Post-presentation – uncomfortable Qs

- Challenges



- Why are we challenged?
- What is the main objective of our response to a challenge?
 - Obtain a “Yes”

Post-presentation – uncomfortable Qs

- Step 1
 - We thank the person who addressed the question
- Step 2
 - We approve the question without saying we're sorry or punishing the person who asked
- Step 3 – if we didn't obtain a “Yes”
 - Invite the student to study the question after class

Overview

- Posture
- The lion tamer
- Personal involvement
- Engaging audience
- Closing a presentation
- Addressing and reacting to questions

