

Presentation Skills

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To make a good presentation and manage yourself

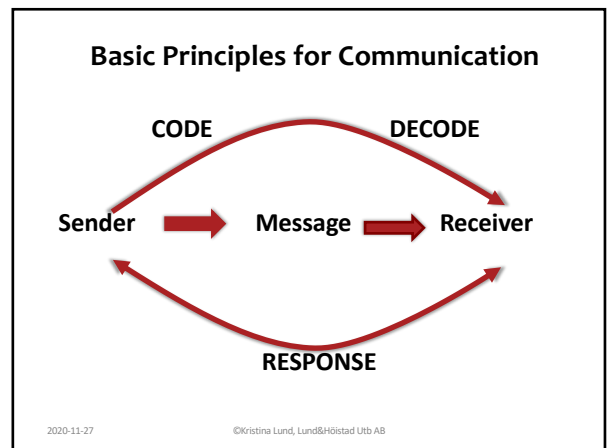
- Communication and how it works
- Body language
- Nervousness
- Mental attitude
- The voice - to be clear and audible
- The difference between a digital presentation and an In Real Life, IRL, presentation

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What is it that makes you want to listen to someone?

Why would you stop listening?

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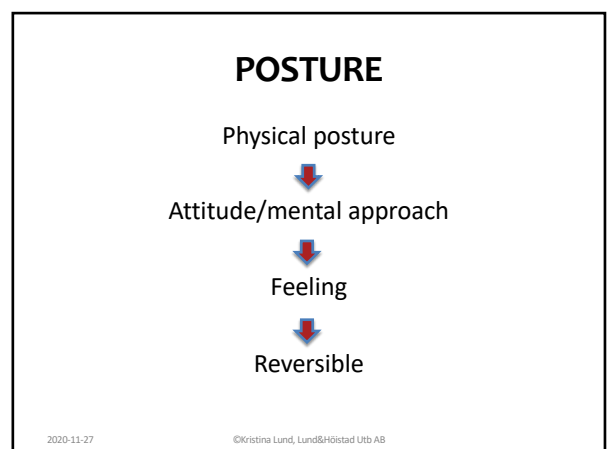


Body Language



- Posture
- Gestures
- Eye contact, Facial expression
- Engagement and energy
- Tempo
- Attitude
- Presence
- Breathing
- Voice
- Nerves?!?

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Body Language is reversible



Your body send signals to your mind.

If you *behave* insecure you'll *feel* insecure

"FAKE IT TILL YOU MAKE IT"

Amy Cuddy: TED talk

Book: Presence / Närvara

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TIPS on POSTURE

- **When in sitting position, digital presentation:**
 - feel the seat bones against the chair
 - the feet are in contact with the floor
 - sit in an upright position with the back straight
 - the head placed on top of the spine
 - find a stable and balanced posture
 - place the computer at the same level as your eyes

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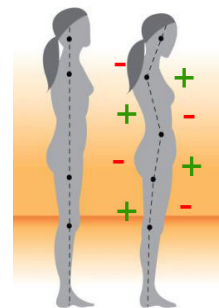
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TIPS on POSTURE

- **When in standing position IRL:**
 - center of gravity on both feet, the weight a little bit on the forefoot/toes, stable in your body
 - "Both feet on the ground"
 - "Head on your shoulders"
 - stand upright, be mentally prepared, don't put on airs

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MORE TIPS for POSTURE IRL

- Face the group most of the time
- Feel free to move e.g. take a few steps
- Point at the screen with the hand that is closest to screen
- Avoid standing in front of images
- Place your elbows next to your waist
 - use gestures to reinforce and illustrate

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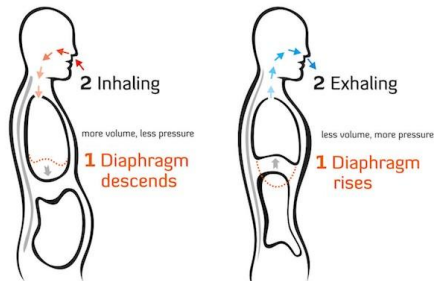
TIPS for using a POINTER

- **Laser pointer :**
 - move the pointer **very slowly**, keep it there or make a circle if it includes lots of information.
- **Ordinary pointer:**
 - point directly to the image or make a circle if it includes lots of information.
 - put it away when you're finished, otherwise it's risky – you may use it as a toy.

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BREATHE WITH YOUR BELLY



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THE VOICE – warm up

- Wake up and warm up the body and stretch
- Stand upright with good posture and center of gravity on both feet – or –
- Sit in an upright position with the back straight and feel the seat bones against the chair
- Do the breathing exercise
- Put your hands cupped in front of your mouth, relax the jaw, lips, tongue and throat
- Make a zzz while you exhale with a relaxed voice

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THE VOICE – warm up

Continuation:

- Continue with Hm – as if you think something is strange. Repeat. Make a puff inwards with the bellymuscles on each Hm
- Continue with ho, ha, vvv, vvvo, vvva and use the bellymuscles inwards to get flow on the breathing. Enlarge with HI, Hello, Wow etc
- Slide around with your voice and soften your register

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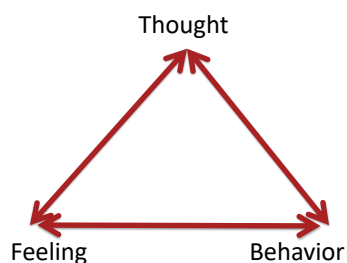
THE VOICE – to make it work

- To get volume: imagine that the body is like a soundingboard for the voice
- Use enough air flow so the voice get support and carries to the end of the room.
- Speak stronger than you usually do so everyone can hear you and you will both stay engaged!
- Vary strength, intensity and tempo of the speech
- Breathe frequently. Create pauses e.g. at the end of a sentence, when switching an image, to emphasize a word or a point. Silence is good!

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MENTAL ATTITUDE



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BREATHE WITH YOUR BELLY

makes you calm & focused

You can quickly activate belly breathing with the breathing exercise to find your focus:

- 1 Start with an exhalation. In the beginning do it with a sch or sss
- 2 Work consciously pulling the abdominal muscles inwards during the exhalation
- 3 Then - relax the bellymuscles and let the belly expands a bit and the air flow back inside on it's own. The chest is still. This is the inhalation
- 4 Repeat 3 times or more

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NERVOUSNESS

- Use the energy in your nervousness. Let it help you to get energy and make it a positive challenge
- Accept your feeling and ask yourself – OK, what do I need to do this?
- Make a "Plan B" – in case of e.g. a black out
- Tell yourself positive things like
 - "I have access to all my knowledge"
 - "I know what I am talking about"
 - "I'm prepared, calm and safe in this situation"
- Warm up your voice and body
- BREATHE!!!

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Tips!

- Practice how to start so you feel comfortable and safe when you start.
- Remember to speak slowly. Most people have a tendency to speak too fast in the beginning
- Record all, or a portion, of your presentation when you practice
- Be quiet instead of eehh, aaaaah....
- BREATHE!!!

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REMEMBER

- Think of the audience as a friend. If they were not there you would not have anybody to speak to
- You have something to tell that they want to know about!
- The audience doesn't want you to belittle yourself or apologize
- You have to do this – so why not do it to the best of your abilities – and HAVE FUN!

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GOOD LUCK!!!

**Where You Put Energy Is
What You Will Develop!
We develop and grow throughout
our lives!**

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