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

Why would you stop listening?

The basics for communication

TO CODE
Sender
Message
Receiver
DECODE

RESPONSE

Body Language

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

POSTURE

Physical posture
Attitude/mental posture
Feeling
Reversible
TIPS on POSTURE

• “Both feet on the ground”
  – center of gravity on both feet, stable in your body
• “Head screwed on”
  – stand upright, be mentally prepared, don’t put on airs
• Face the group most of the time
• Feel free to move e.g. take a few steps

MORE TIPS for POSTURE

• Avoid standing in front of the picture
• Point at the screen with the nearest hand
• Place your elbows next to your waist
  – use gestures for reinforcements and illustrations

TIPS for using a POINTER

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

EYE CONTACT

• Stand still, quiet, for a few seconds, and have a look at the group before you start.
• Make eye contact with everyone, even those farthest away
• Vary your attention period
  – warning!!! – don’t stare or speak to one individual too long
  – don’t look at your images too long

Facial expressions

• Smile a little to show the audience that you’re a nice and friendly person, and that you have a positive attitude
• Warning: a wrinkled forehead can be understood as
  – “Am I going to make this?”
  – “Help – this won’t go well!”
  – Irritation
MENTAL ATTITUDE

Thought

Feeling

Behavior

NERVOUSNESS

- Accept your feeling and ask yourself – OK, how can I help myself right now, what do I need?
- Make a “Plan B”
- Tell yourself positive things like
  - “I have access to all my knowledge”
  - “I know what I am talking about”
  - “I’m calm and safe in this situation”
- Warm up your voice and body
- BREATHE!!!

BREATHE WITH YOUR BELLY

makes you calm & focused

How to quickly activate belly breathing:
1. Start with an exhalation. In the beginning it’s easier to do it with a sch or sss
2. Work consciously with the abdominal muscles, pulling them inwards. This is the exhalation.
3. Relax in the belly muscles and let the air flow back inside on its own. The belly expands a bit, the chest is still. This is the inhalation.

THE VOICE

- Do the breathing exercise
- Relax in the throat with “warm breath”
- Think that the body is like a soundingboard for the voice
- Use enough air flow so the voice has support and carries to the back of the room.
- Speak stronger than you typically do so everyone can hear you and stay engaged!
- Vary the strength, the intensity and the tempo of the voice
- Breathe frequently. Create pauses e.g. At the end of a sentence, when switching an image, to emphasize a word or a point.
Tips!

• Practice how to start so you feel comfortable and safe when the start.
• Remember to keep calm. 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 eeh, aaaaah....
• BREATHE!!

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?

GOOD LUCK!!

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