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

Why would you stop listening?

Basic Principles for Communication

- **CODE**
- **DECODE**
- **Sender** → **Message** → **Receiver**

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

Body Language

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
TIPS on POSTURE

• “Both feet on the ground”
  – center of gravity on both feet, the weight a little
    bit on the forefoot/toes, stable in your body
• “Head on your shoulders”
  – stand upright, be mentally prepared, don’t put on
    airs

MORE TIPS for POSTURE

• 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

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.

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.
BREATHE WITH YOUR BELLY

THE VOICE

- Do the breathing exercise
- Relax in the throat with your hands cupped in front of your mouth, relax the jaw, lips, tongue and throat
- Make a sss or a zzz while you exhale
- 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

- 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.

MENTAL ATTITUDE

- 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 prepared, calm and safe in this situation”
- Warm up your voice and body
- BREATHE!!!
Facial Expressions

• Smile a little to show the audience that you’re nice and friendly and that you’ve a positive attitude
• Warning: a wrinkled forehead in the speaker’s face can be understood as
  – “Am I going to make this?”
  – “Help — this won’t go well!”
  – Irritation

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

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 eehh, 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 lifes!

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