

Presentation Skills

TDB Uppsala, 29 nov 2019



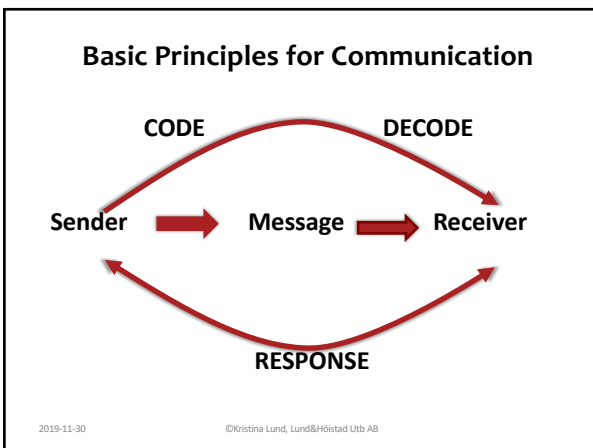
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What is it that makes you want to listen to someone?

Why would you stop listening?

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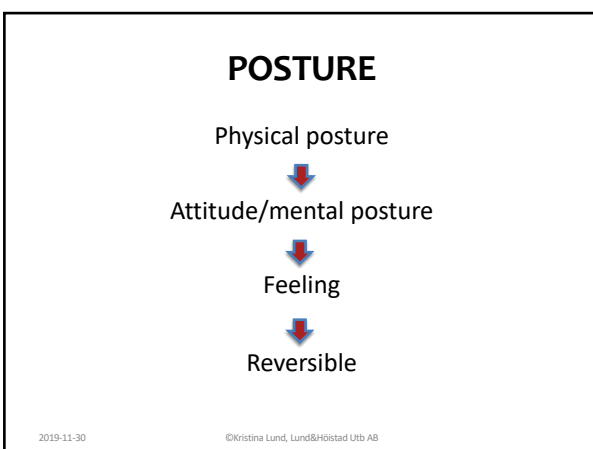


Body Language



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

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Body Language

Your body send signals to your mind.
If you *behave* insecure you'll *feel* insecure

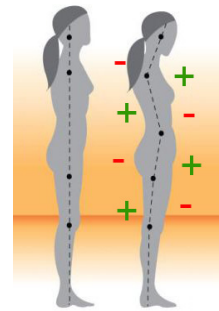
"FAKE IT TILL YOU MAKE IT"
Amy Cuddy: TED talk
Book: Presence / Närvara

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TIPS on POSTURE

- "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

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MORE TIPS for POSTURE

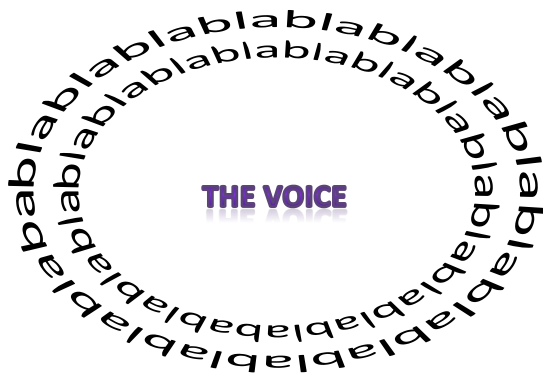
- Face the group most of the time
- Feel free to move e.g. take a few steps
- Point at the screen with the hand that is closest to screen
- Avoid standing in front of images
- Place your elbows next to your waist
 - use gestures to reinforce and illustrate

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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 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.

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BREATHE WITH YOUR BELLY



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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 to get flow on the breathing. Enlarge with HI, Hello, Wow etc

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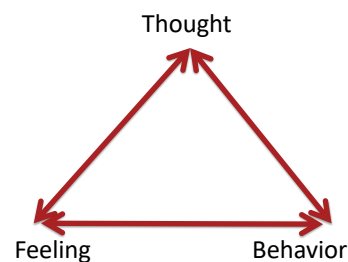
THE VOICE

- 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.

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MENTAL ATTITUDE



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

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Facial expressions



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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 speakers face can be understood as
 - "Am I going to make this?"
 - "Help – this won't go well!"
 - Irritation

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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

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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!!!

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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!!!

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

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