

## Presentation skills

### TDB Uppsala, 4 dec 2015

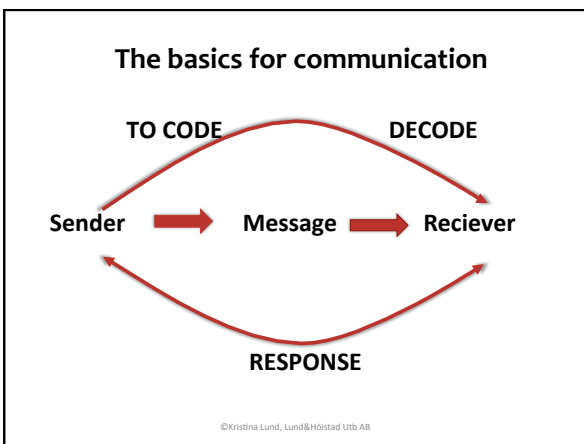
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## What is it that makes you want to listen to someone?

### Why would you stop listening?

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## Body Language

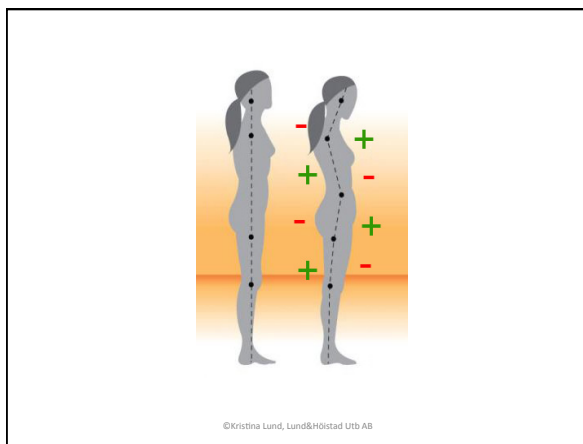
- Posture
- Gestures
- Eye contact, Facial expression
- Engagement and energy
- Tempo
- Attitude
- Presence
- Breathing
- Voice
- Nerves?!?

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## POSTURE

Physical posture  
 ↓  
 Attitude/mental posture  
 ↓  
 Feeling  
 ↓  
 Reversible

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## 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

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## 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

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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 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.

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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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## Facial expressions

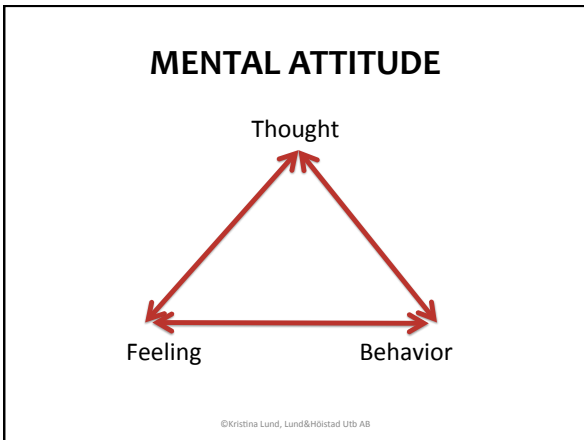


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## Facial expressions

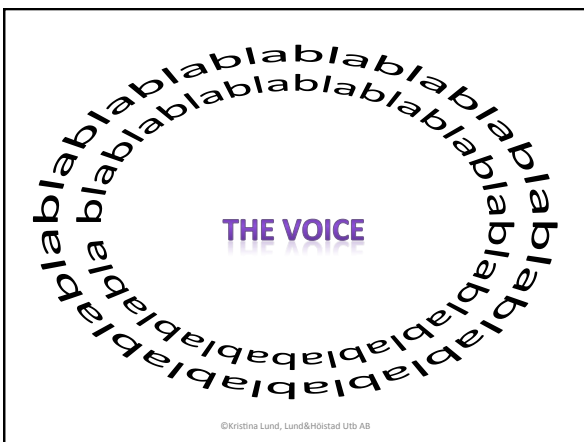
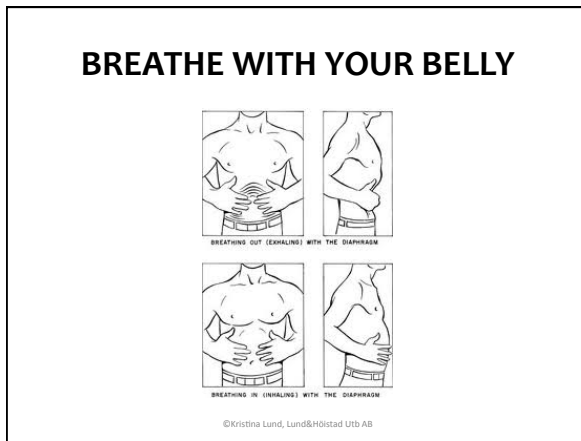
- Smile a little to show the audience that you're a nice and friendly person, and that you have a positive attitude
- Warning: a wrinkled forehead can be understood as
  - "Am I going to make this?"
  - "Help – this won't go well!"
  - Irritation

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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 calm and safe in this situation"
  - Warm up your voice and body
  - BREATHE!!!
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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 bellymuscles and let the air flow back inside on it's own. The belly expands a bit, the chest is still. This is the inhalation.
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- ### 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.
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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 a 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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