NOAC 2024

CU Boulder

From Good to Great: Using Effective Presentation Skills in Meetings

Learning Objectives

1. Understand the role of a LEC and other strategic / monthly meetings
2. Know options to effectively to present to LEC and other strategic / monthly meetings
3. How to prepare aids and documents to assist in presenting to LEC and other strategic / monthly meetings

1. Types of Meetings

Tactical

- Weekly
- Discipline and structural consistency
- Everyone attends
- 45 to 90 minutes long
- Roundtable of 1-2 minutes per person (avoid too much detail)
- Review of key progress status or metrics
- Avoid lengthy discussion of problems or underlying issues
- Disciplined spontaneity

Strategic Meetings

- Monthly
- Most important of all types
- Most fun rewarding
- Analyze, Debate, and Debate on a few critical issues that affects the organization in fundamental ways
- Allows for more in-depth meetings and takes the pressure off tactical meetings to deal with these issues
- Focus on one or two issues
- Need to be prepared and have done research

Offsite Meetings

- Annually to Quarterly
- Comprehensive strategy review
- Team Review
- Personnel / Staff Review
- Competitive and Industry Review of Lodge / Council Status as well as National OA and Scouting America
- Allow time for discussions
- Improves team unity

Summary of Meeting Types

Type	Time Required	Purpose & Format	Keys to Success
Daily Check-In	5 minutes	share daily schedule and activities	don't sit down Administrative don't cancel despite absences
Weekly Tactical	45-90 minutes	Review weekly activities, metrics, and resolve tactical obstacles and issues	Flexible agenda Postpone strategic discussions
Monthly Strategic	2-4 hours	Discuss, analyze, brainstorm and decide critical issues/events affecting long-term success	Limit to one or two topics Prepare and do research Engage in good conflict (discussion)
Quarterly / Annual Off-site Review	1-2 days	Review strategy, industry trends, competitive landscape, key personnel, team development	Get out of office Focus on work; limit social activities Don't over structure or overburden the schedule

Have clear objectives

- Why is the meeting being held?
- Why are people attending the meeting?
- What do we want to achieve at the meeting?
- What do we want to achieve after the meeting is over?
- Difference between a stimulating discussion and a productive meeting is RESULTS

Determine if there should be a meeting

- Is a meeting the *only* means of meeting our objective(s)?
- If not, what are the alternatives?
- Would the alternatives be effective?
- Is a meeting the *best* means of fulfilling our objective(s)?
- Will a meeting be the best use the teams' time?

Before the Meeting

Planning

- Have and agenda / plan
- Make sure all those reporting or presenting know how much time they have
- Food
  - Better socialization
  - Tend to make meetings longer

Promoting / Announcing

- Send out notices on time
  - Draft Agenda
- Use multiple methods / platforms (e.g., e-mail, texts)

Agenda Contents

- Objective or goal of the meeting
- Issues to be discussed
- Time the meeting will begin and end
- Place of the meeting
- Beginning and ending time
- Preparation needed from participants

Characteristics of a Good Meeting

- Recognizable start of the meeting (Admonition, invocation)
- Start on time
- Start positively
- Smile
- Introduce Guests
- Don’t wait to start
- Don’t start with an apology
- Organize the end (Chief’s challenge)
- End on time

Good Meeting Chairs (Chiefs)

- Know what is going to happen
- Speak loudly and clearly
- Be prepared (agenda)
- Stick to the schedule
- Keep order (limit side discussions); time check
- Comfort of attendees (room temperature, seating)
- Consider breaks if more than on hour
- End on time
- But don’t mention it to the audience

Running the meeting

- Start on Time
- If using a break; include it in the agenda and stick to it
- Don’t distribute things during the meeting
- Don’t stand behind someone speaking or presenting.
- End on Time
  - A short meeting without results is a waste of time

Chairing the meeting

- Don’t tell stories
- Don’t mention time
- Don’t leave the room when someone else is speaking or giving a report
- Pay attention to those speaking or giving reports
- If you do not want questions, do not ask for them
- Repeat questions (especially if a hybrid Meeting)
- If implementing changes to your meetings, introduce one change at a time.

Meeting Rooms

- Secure an appropriate room
- Put the doors behind the audience
- Comfortable seating
- Make sure AV equipment is working
- Make sure internet connection works
- Make sure PA is working
- Adequate ventilation / heat

Virtual Meetings

Advantages

- Conserves time
- Reduces travel
- Can be called with short notice
- No need for a meeting room

Disadvantages

- No personal contact
  - Harder to read body language
- Can create false impressions
- Presentations not as rich
- Technical challenges

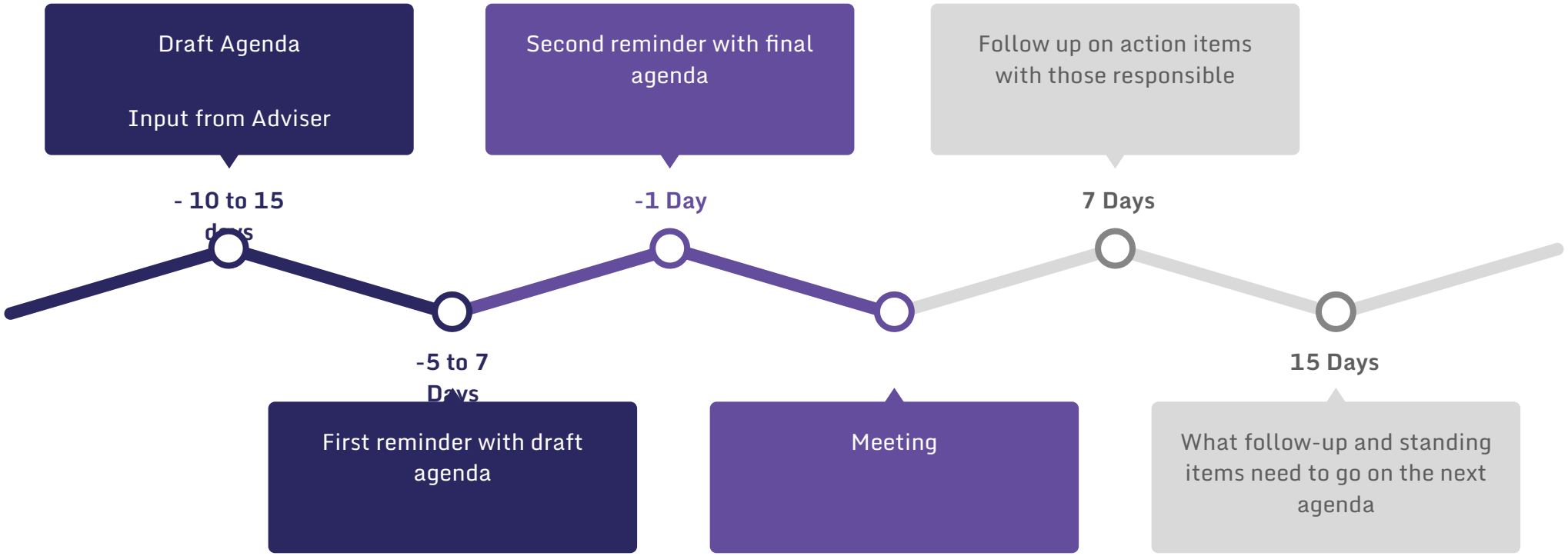
Virtual Meetings: Leader Role

- Start on time
- Repeat start and finish time
- Review objective, ground rules and who is pre4sent
- Encourage participation and help those who are now
- Use questions to stimulate discussion
- Use visuals as planned
- Insure everyone gets equal time or time a set out the agenda
- Summarize and clarify key points
- Hold to the agenda and keep the meeting on track
- Summarize important decisions, key assignment and follow-up actions

Virtual Meetings: Participant Role

- Use Concise Statements
- State your name first time you speak
- Use other participants' names (imagine they are sitting right across from you)
- Mute microphone when not speaking
- Direct question to specific individuals
- Spell out unusual names, terms, or numbers
- Use verbal pointers (e.g., "remember this")
- Use gestures (avoid quick movements the camera may not pick up)
- Don't watch yourself on the monitor
- Relax and be yourself

Meeting Timeline



2. Meeting Presentations

Section Subtitle

Presentations at Meetings

Think like a leader

- Opportunity to lead
- Inspire, just not inform
- Listen and learn from others
- Create a leader's script

Create a leader's script

- Structure your thoughts and ideas
- Communicate your message
- Motivate audience to action

Presentations at Meetings

Use Language of Leadership

- Deliberately use words that influence and inspire
- Be clear, conversational, personal, eloquent, and strong
- Goal is for audience to understand

Achieve a leader's presence.

- Energy, eye contact, gestures, and voice
- You are your best visual aid
- Important in big meetings to individual conversation

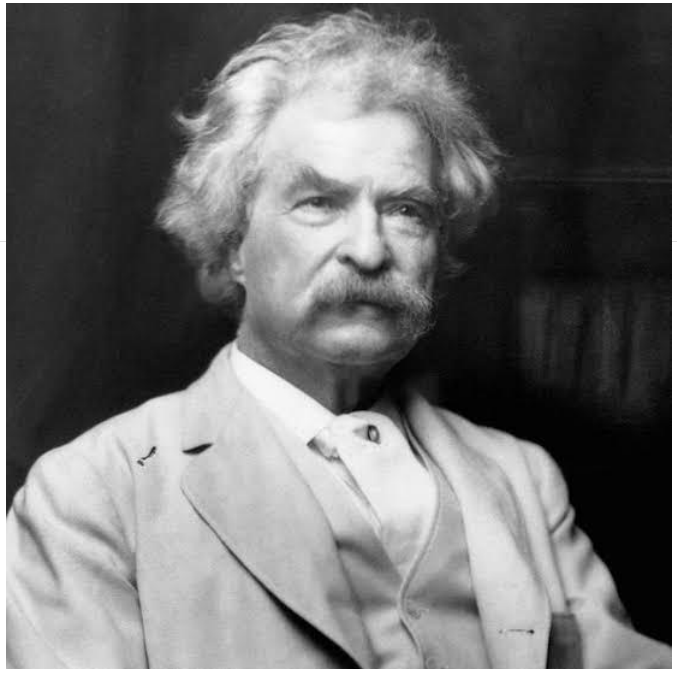
Presentations at Meetings

- Try to be inspirational, not just informative.
- Share information, not just data and statistics
- Be positive, challenges to overcome rather than problems
- Be passionate, authentic, courageous, honest
- Listen physically, mentally, and emotionally.
- Commit to improvement
- Create a powerful script (prepare)
- Practice
    - Read out loud
    - Read to others

Grab the audience's attention

- "I", "we", "you"
- "I" to express personal conviction
- Don't use "I" in a boastful manner
- "You" to engage your audience
- "We" to create a connection with your audience

Pausing



- Pausing creates more drama and meeting, and reinforces what you have to say
- “The right word may be effective, but no word was ever as effective as a rightly timed pause” Mark Twain

Introduce the topic.

- Announcing Your Subject
  - Determine the subject (if needed)
  - Carefully choose or define your subject
  - Bring excitement o you subject
  - Focus on one Subject
- Inspiration vs. information

Clear Messaging

- Think before you speak
- Stay on message
- Be precise
- Be Succinct
- Avoid big words, abstract words, buzzwords, cliches, noun clusters, acronyms
- Be conversational, using short, simple sentences

Messaging

- Create Message
  - One short sentence
  - Engage the audience
  - Fit Lodge / Chapter outlook
  - Reflect your convictions
  - Sound presentation
    1. Present Arguments, not topics
    2. Bring argument together in a recognizable patter
    3. Think of structure as scalable for time available
    4. Write or outline your structure
    5. Lead in the Body with a structural statement
- Conclusion
- Summarize the message

Conclusion of the Message

- Summarize the message
  - Call to action/decision.
  - You, audience, both
  - Qualities of call to action
- Clear
- Appropriate
- Motivational

Relationships

- You don’t inspire people by showing them how amazing you are.
- You inspire them by showing them how amazing they are.

Presentations and reports

When speaking or giving a report

1. Speak loud enough
2. Have your items / notes ready
3. Stand or sit up (no slouching)
4. Do not adjust your clothing

Visuals

1. Don’t show something the audience can’t read
2. Don’t show visuals until you are ready to discuss them
3. Talk to the audience, not your visual aid

Reading

1. Avoid if you can
2. Don’t apologize for reading
3. Don’t justify why you are reading
4. Don’t turn pages abruptly
5. Read slowly
6. Modulate your voice; vary your speed
7. Rehearse
8. Pause appropriately

Script Reading

- Look down at the first few words in the sentence, the come UP with those words in your mind's eye and deliver them to the audience.
- As soon as you start speaking that sentence, let your eyes fall DOWN to the middle of the sentence and read it, keeping your eye down.
- When your eyes see the end of the sentence (the eye will get there before your voice does) look UP with these final words in your mind's eye and deliver them to the audience.

Speaking from notes

- Use bullet points
- Deliver each point with eyes UP.
- Do not talk on your way up from the page. Come all the way up, look at the audience, then speak the thought.
- Have “mini-conversations”, speaking to one person at a time.
- Rehearse

Speaking with PowerPoint

- Glance at the slides
- Deliver your ideas to the audience
- Face the audience when you speak
- If you need to look at the slide, be sure to turn back before speaking.
- If not presenting, look at the person who is speaking.

Body Language: Standing

- Plant your feet solidly on the ground shoulder width
- Distribute your weight evenly between both feet
- Avoid swaying or rocking
- Keep knees unlocked & flexible
- Relax hip joints
- Shoulder dropped and relaxes
- Bring elbows in a few inches from your sides to hive your lungs breathing room
- Hold head upright, rather than tilt it forward or cocking it to one side.

Body Language: Sitting

- Sit in the whole chair
- Sit tall (don’t lean back or forward)
- Sit slightly forward on your chair and put both fee on the ground
- If wearing a skirt, hold knees together lightly
- Keep head balanced on top of your spine
- Remove clutter in front of you (i.e., water bottles)

Speak as a leader

- Use appropriate facial expressions and gestures
- When you have something to contribute to the discussion
- Breathe freely
- Loud enough for all to hear
- Modulate (don’t be monotone)
- Be authentic
- Articulate Clearly

Presentation Techniques

Technique	How	Technique	How
Expression & animation	Feel good and care about what you say	Credibility	Speak the truth
Self-confidence & Sincerity	Believe in what you say	Emotion	Allow your feeling freedom
Appropriate body language & gestures	Relax and don't thing about it	Voice variations	Think the variations a musician gets with their instrument
Eye Contact	Sight on your target	Smile	Think of what amuses you
Energy & Enthusiasm	Like what you talk about	Personalization	Be yourself. Tell stories about your self

3.

Using Slides

Section Subtitle

PowerPoint Slides

- Aid the presentation, but are not the main event
- Can use note pages and a supplementary handout.
- Busy slides split the attention of the viewers.
- Schedule adequate preparation time for meeting presentations

Ten reasons slide presentation don’t work

- Appear overwhelming
- Looks canned, like one-size-fits all
- Visually boring
- Has a weak start
- Appears old and has not emotional connection
- All about the presenter rather than the audience
- No clear roadmap
- Meanders without a story
- No dramatic tension
- Lacks personality and authenticity

Use of Slides

- People learn better when information is presented in bit-size pieces
- People understand a presentation better when they do not have to split their attention between, and mentally integrate, multiple sources of information
- People understand a presentation better with words presented as verbal narration alone, instead of both verbally and on-screen text.
- People learn better from words and picture than from words along.
  - This applies when pictures illustrate what the words say, who when pictures are added for decorative effect.
- People learn better when extraneous informant is removed from a presentation.
- Use slide titles to guide audience attention to what your point is

Principles of Storytelling

1. Nail down the story before the slides
   a. Have a singular “story” thread that carries through the presentation
2. Reformat you information for a Yes-No decision
3. Start with No to get to Yes
   a. Build you presentation to address concerns or fears
4. Always keep the end in mind

1. Think like a Storyboard
   a. Slide Sorter
   b. Hook
   c. Relevance
   d. Challenge
   e. Teaser
   f. Map
   g. Anchors
   h. Explanation
   i. Headlines
   j. Visual
   k. Flow

Storytelling & Slides

- Add graphics to slides to support bullets & messages
- Integrate your voice, body language and slides together
- Use clusters of no more than 3 topics
- For each topic include an explanation
- Be prepared to provide Background information (if time permits)

Preparing for a presentation

1. Meeting room is ready (equipment, power, temperature lighting)
2. Make sure the AV equipment is ready.
3. Be ready to adjust your presentation time.
4. Rehearse
5. Speaker's notes
6. Keep the audience's perspective in mind
7. Be authentic
8. Be confident.
9. Think about when you want questions (beginning, during, or at the end)
   a. How to handle tangential questions
10. Think about if and when handouts will be distributed. How detailed?
11. Frame things as a challenge and desire (outcome)

Five “Theses” of a Presentation

1. Treat Your Audience as King
2. Spread Ideas and Motivate People
3. Help Them see What you’re saying
4. Design, not decorate
5. Cultivate relationships

Audience / Attendee Characteristics

- What are they like
- Why are they here
- What are their worries / concerns
- How can you help them
- What do you want them to do
- How might they resist
- How can you best reach them?

Prep for your presentation

1. Sticky notes
2. Sketches
3. Diagrams

Presenting Data / Information

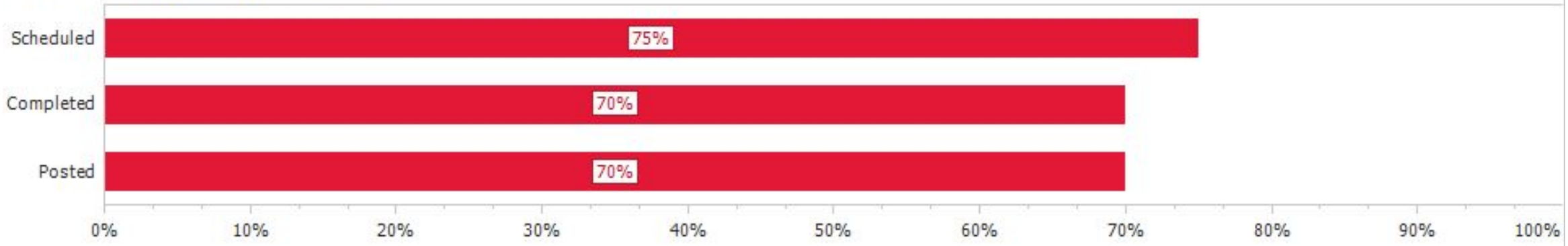
- Honest
- Get to the point
- Use the right tool
- Highlight what's important
- Keep it simple
- Take advantage of LodgeMaster Reports

WIATAVA LODGE
ORDER OF THE ARROW

Unit Visit & Election Statistics

2024 Induction Year

Visit Completion Status



Visit Details

Chapter	District	Election Status Counts						Percentages			Youth Elected
		Not Scheduled	Requested	Scheduled	Declined	Posted	Approved	% Scheduled	% Completed	% Posted	
Amimi	Pacifica	10	0	2	10	0	18	75%	70%	70%	75
Totals		10	0	2	10	0	18	75%	70%	70%	75

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Arrangement of Effective Slides

- Contrast
- Hierarchy
- Unit
- Space
- Proximity
- Flow

Visual Elements of Effective Slides

1. Background
2. Color
3. Text
   a. use the same font
   b. Don’t animate text unless it adds value to the presentation
   c. Slides vs. Documents
   d. On-line vs. large room in person
4. Images
   a. Avoid using on-line pictures (may be copyrighted)
   b. BSA Brand Center
   c. OA branding center https://oa-bsa.org/resources/branding
   d. Animations

Use slides to enhance your presentation

- Keep number of slides consistent with presentation time
- Pausing creates more drama and meeting, and reinforces what you have to say
- “The right word may be effect, but no word was ever as effect as a rightly timed pause” Mark Twain
- How many slides?
  - 10 slides
  - 20 minutes
  - 30 point font

Trainer's EDGE Material (2009)

- Media—Why we use it
  - Generates interest
  - Helps the learner
  - Helps us know where we are
  - Helps us know where we are going
- What we use
  - Flip books
  - Flip Charts
  - DVDs and Computer Presentations
  - Simplicity

Practice

- With an audience
- Talk naturally
- Don’t read or memorize
- Be aware of posture and body language
- Be prepared

Time Management

- Have a personal timing device/system
- Have a timer who gives you signals—flags, hand signals
- For presentations with larger audiences, display a large clock behind or to the side of the audience

Enhance a Presentation

- Vary the method of presentations
- Try something besides computer presentations
- Involve the participants by asking questions
- Use props, magic, songs, activities
- Give positive feedback with words, stickers, or simple recognitions

Tools of a Trainer: Voice

- Learners should be able to hear without straining.
- Tip: Speak so someone standing behind the last learner in the r oom can hear
- Adjust to accommodate the room's acoustics. Tip: Move the tables closer to you or use a microphone
- Tone should be confident, enthusiastic, and pleasant, but never sarcastic. Remember: A Scout is friendly, courteous, and kind.
- Speed is important. Too fast reduces effectiveness, too slow is boring. Tip: Ask a co-trainer to signal you to go faster or slower.
- Be clear, and avoid slang, acronyms, and filler words. Tip: Ask a co-trainer to give you feedback

Tools of a Trainer: Eyes

- Be aware of all events in the room. Make a conscious choice to act on or ignore what you see. Tip: Act to assure that most learners are not distracted from the learning.
- Establish eye contact with everyone. Tip: Look at a learner for the length of one sentence, then look at another learner.
- Interpret what you see from eye contact and decide any action. Tip: If they are squirming, give them a break.

Tools of a Trainer: Ears

- Listen with the intent to understand, not with the intent to reply. Tip: Summarize and repeat back the question before answering to confirm your understanding.
- Be aware of the learners' audible signals– judge whether or not to respond. Tip: Assure that most learners are not distracted from learning.
- Be comfortable with silence–not talking opens the door for others to participate. Tip: Many adults take three to five seconds to think of an answer. Teens typically take seven to 12 seconds.

Body Language: Good Habits

- DO use a neutral stance. Be natural without doing anything to distract the group.
- DO use a happy, cheerful facial expression when training (unless the topic makes this inappropriate).
- DO stand in the best place to communicate effectively with the group.
- DO use your arms to “direct” verbal traffic.
- DO use the three trainer tools (voice, eyes, ears).
- DO command attention when you need to control the group.
- DO empty your pockets before you start to facilitate. insecure).

Body Language: Bad Habits

- DON’T
  fidget (with objects, hair, or clothes). It distracts the learn ers.
- DON’T put your hands in your pockets.
- DON’T fold your arms (it’s defensive).
- DON’T use your arms only from the elbow down (makes you look like a robot).
- DON’T move around the room unnecessarily.
- DON’T show you are tired, even if you are feeling exhausted. This reduces the group’s energy level.
- DON’T lean on desks or furniture (it makes you look

Color on Color (Use with Caution) Ranked from most visible to least visible

- Black on yellow
- Green on white
- Blue on white
- White on blue
- Black on white
- Yellow on black
- White on red
- . White on orange
- White on black
- . Red on yellow
- . Green on red
- . Red on green

Fonts and Type Point Size

- A large number of point sizes should be used
- Some examples:
  - Titles 50 point
  - Main thoughts 32 point
  - Secondary points 28 point
  - Third-level points 24 point Fourth-level;
  - smallest recommended 20 point
- Be consistent
- Use common fonts

Font Sizes

- Titles 50 point
- Main thoughts 32 point
- Secondary points 28 point
- Third-level points 24 point
- Fourth-level smallest recommended 20 point

Serif and Sans-Serif Type

- Serif
  - typefaces are commonly found in books.
  - They are easy to read and information may be somewhat more readily remembered when presented in serif typefaces.
  - In a computer presentation, serif typefaces are very acceptable if the presentation is to be viewed on a monitor.
  - This is serif text.
  - The strokes in each letter are capped with serifs that help the eye recognize the letters more easily.
- Sans-serif
  - Best choice for projected transparencies because it produces a more readable character when projected.
  - If the presentation is to be projected from a computer or from transparencies printed from the presentation, then sans-serif typefaces are preferred.
  - This is sans-serif text.
  - The letters are not capped, and the look is smoother
- Be Consistent

Slides

- Use materials and media that enhance the learning process.
- Limit text to 6-by-6 (six words per line, six lines per chart) and no less than 16 point type.
- Make the main point the focus of the graphic.
- Target content to the learner rather than as a trainer outline.
- Avoid distracting decorations.
- Aim for a high correlation between graphic and text.
- Use pictures to clarify complex subject matter.
- Avoid frequent changing of slides.
- Review the slides before the presentation to ensure they are easy to read.
- Leave instructions for any exercises visible throughout the exercise so all can refer to them.
- If slides are not relevant to the current discussion, turn off the projection unit.

Meeting Survey

- Was meeting objective(s) achieved?
- If not, why not?
- What can be done to improve the next meeting?
- What are two things the chair can do to improve the meeting?
- What could have been eliminated from the meeting
- If so, how?

Conclusion

- “No substitute for a good meeting…to extract the collective wisdom of a team”
- “Bad meetings almost always lead to bad decisions, which is the best recipe for mediocrity.”

“Death by Meeting” by Patrick Lencioni

Operative Precepts for a Successful Meeting

- Time
- Preparation
- Proper Presentation
- Adherence to the Agenda

References

- Death by meeting : a leadership fable about solving the most painful problem in business by Patrick Lencioni
- How to Run Better Meetings by Edward J. Hegarty
- Speaking as a leader: how to lead every time you speak: from boardrooms to meeting rooms, from town halls to phone calls by Judith Humphrey
- How to Run a Successful Meeting in Half the Time by Milo O Frank
- The Trainer’s EDGE Boy Scouts of America