

NOAC 2024

CU Boulder



Presentation Skills

Structuring and Delivering Compelling Presentations

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Meet Your Trainer

- Vigil Honor Member of Tahosa Lodge
- Hometown: Basalt, Colorado
- Interesting Fact: Studying Chinese
- -Education: Adjunct professor (12 years);
-Public school teacher & administrator (29 years);
-Fulbright Scholar;
-Published author in Art History and Education.



Lyn Bair, EdD



Learning Objectives

Objective 1: Creating Fabulous Presentations

Objective 2: Becoming a Confident Public Presenter

Objective 3: Engaging With Your Audience





1. Creating...

- Have you ever thought about how to structure a presentation?
- Do you ever think about whether the appearance of the slides will add-to or distract-from the message you are presenting?
- Do you believe that you have something to share that others want or need to learn?



You know the suggestions...

Use animations sparingly to enhance your presentation.

Use a font size BIG ENOUGH to read

Choose readable colors and fonts on contrasting backgrounds

Keep your presentation simple, with as few slides as possible

Don't read your presentation from the slides





■ Liangzhu Culture (3500-2000 BCE)

- Delta region of the Yangtze River, in the southeastern coastal region
- Two objects:
 - a *bi*, or circular disc with a hole in the center (heavens)
 - a *cong*, tubular, squarish object (earth)
- One “cong” bears a lustrous, smooth finish and mask motifs. The intricacy of these carvings shows the technical sophistication of the jade-working Liangzhu culture.



► Babylon

Political turmoil settled during the time of Hammurabi in Babylon.

Among Hammurabi's achievements is a written legal code that appears in cuneiform script on a stele.



Stele with the laws of Hammurabi, set up at Babylon, Iraq, ca. 1780 BCE; found at Susa, Iran. Basalt, 7' 4" high. Musée du Louvre, Paris.



What determines structure & content?

Images

Text

Rhetoric

Stories

- How do I want to change my audience's **thinking** through my presentation?
- How do I want to change my audience's **feelings** through my presentation?
- How do I want to change my audience's **behaviors** through my presentation?



Your presentation isn't about you or the slides

Objective #3 Audience Engagement

- Who is in the room?
- Strategies to keep audience on topic?
- What “streamlining” should I consider?

Objective #2 Presenter Confidence

- Deal with Fear
- Clothes & Body Language
- What is the best type of presentation?

Objective #1 Fabulous Presentation

- Presentation Structure?
- Do the words and visuals on slides support my message?
- **Others will want to know what I have!!**



Objective 1: Creating Fabulous Presentations

- *What structure will the presentation take?*
 - *# of slides*
 - *Text and images*
 - *Font style, font size and color*
- *How will the words and visuals on my slides help others understand what I am presenting?*
- *I have something to share, how can I help others change:*
 - *Thinking*
 - *Feeling*
 - *Behaving*





2. Confidence...

- If you prepare well, is it still possible to be afraid?
YES NO
- What about the presenter, during the presentation, may “reveal” possible lack of confidence?
List several words
- Which type of presentation is the best?
a) read information from a script
b) show slide & tell personal stories
c) read slide & explain what it means



Why this break-out? Why did you show up?

By Developing Phenomenal Presentation Skills You Will:

1. Be confident, positive, and relaxed in front of any audience.
2. Be a valuable resource and a magnet for opportunity.
3. Be capable of meaningful, lasting, and even transformational influence.



Yep ... FEAR is real AND ▲ can happen



Overcome fear by believing in your why, this is foundational!

Then add:

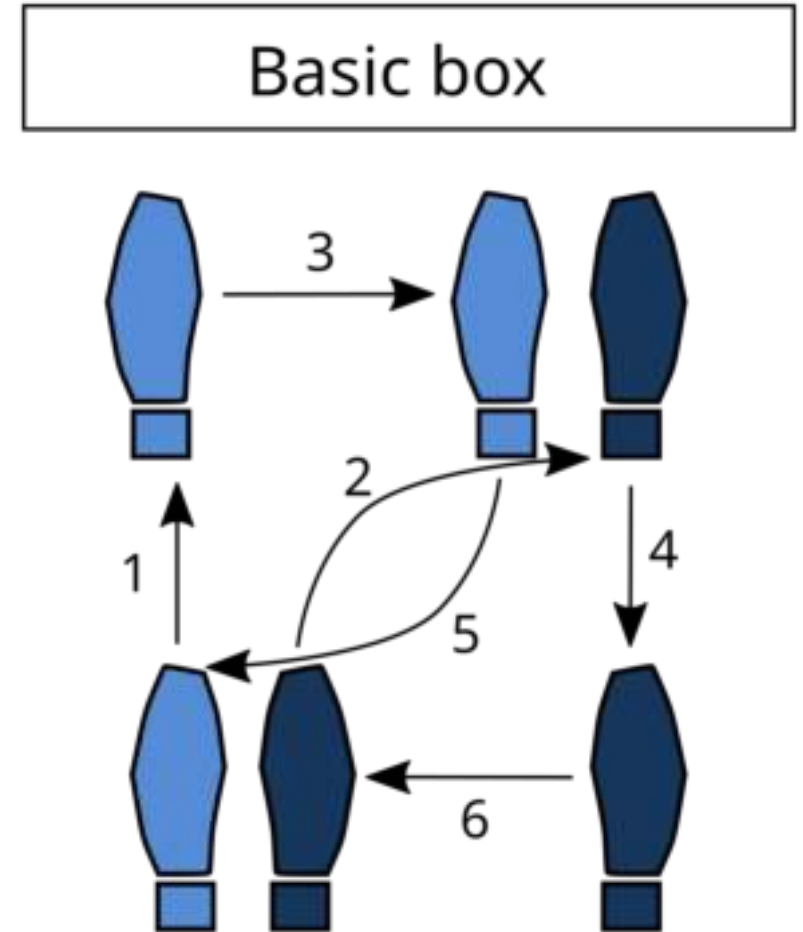
1. Use the Basic Stance
2. Practice, Practice, Practice
3. Find & Share Common Purpose



Confident Stance and The Box



Be Positive, Smile
Be Relaxed
Face the Audience
Find “The Box”
Set your Feet
Move only when silent
Lean-in, softer voice
Lean-back, normal voice
Slow gestures



Practice, practice, practice...

#1. Write a script...the whole thing

#2. Check you voice

#3. Put on the outfit

#4. Go to the space

the Voice



Find & Share Common Purposes

- Better to ask questions
- Always believe in your message
- Start to change thinking
- Persuade change of feelings
- Change audience behaviors

change.org
What would you change?



CHANGE
WE CAN BELIEVE IN





Personal Reflection



What will you need to do, or change doing, to become a great presenter?

What are your whys?

#1. _____

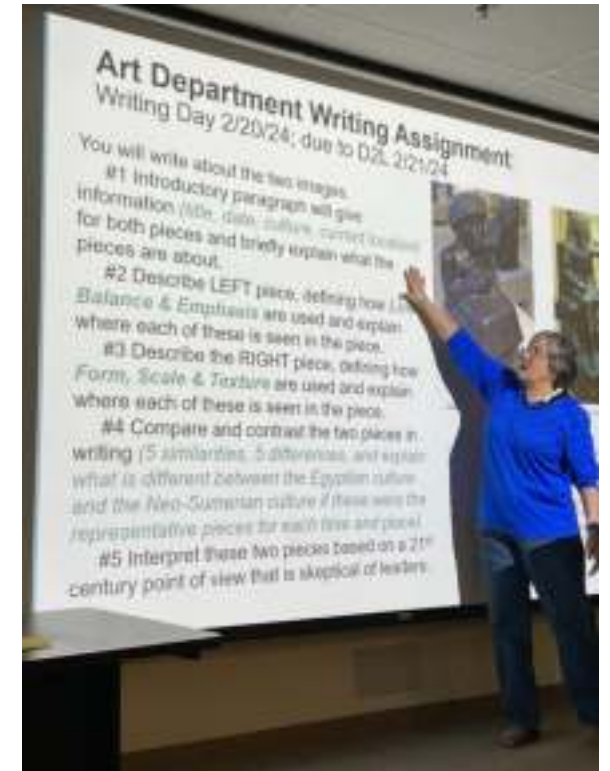
#2. _____

#3. _____



Objective 2: Becoming a Confident Public Presenter

- *It is possible to not be less afraid and less anxious when you present in public.*
 - *Stance*
 - *“The Box”*
- *Your clothes and body language suggest information to the audience, use everything to inspire participants.*
- *Any combination of reading, speaking, or telling stories good as long as you believe in the why and work to inspire change of thinking, feeling, and/or behavior.*





3. Audience...

- Have you thought about who is going to be in the room?
- What will your strategies be to keep your audience with you and on your topic?
- How do I streamline the different points of my presentation to best engage the people that show up?



Meet and Greet

- Arrive early
- Welcome people
 - *Conversations can provide you needed information*
 - Find “friends”
- Speak - Move - Smile



Who is present?

Is your audience mostly 13-17 years of age?



Is your audience mostly 18-21 year olds?



Is your audience mostly adult leaders?



Dealing with Audience “Needs”

NOVICE

Provide lots of information in multiple types (reading, watching, listening, doing)

Provide SAFE opportunities for practice of newly introduced skills.

Total Participant Involvement

ACHIEVER

Provide references and sources to find information (literature, video, blogs)

Ask for opinions and experiences that have helped them move forward

Get them involved in your presentation as aides and examples

EXPERT

Give the required information to ensure safety and well-being

Invite them to demonstrate skills. Ask them how their experiences are different.

Move to application activities where you can offer suggestions.



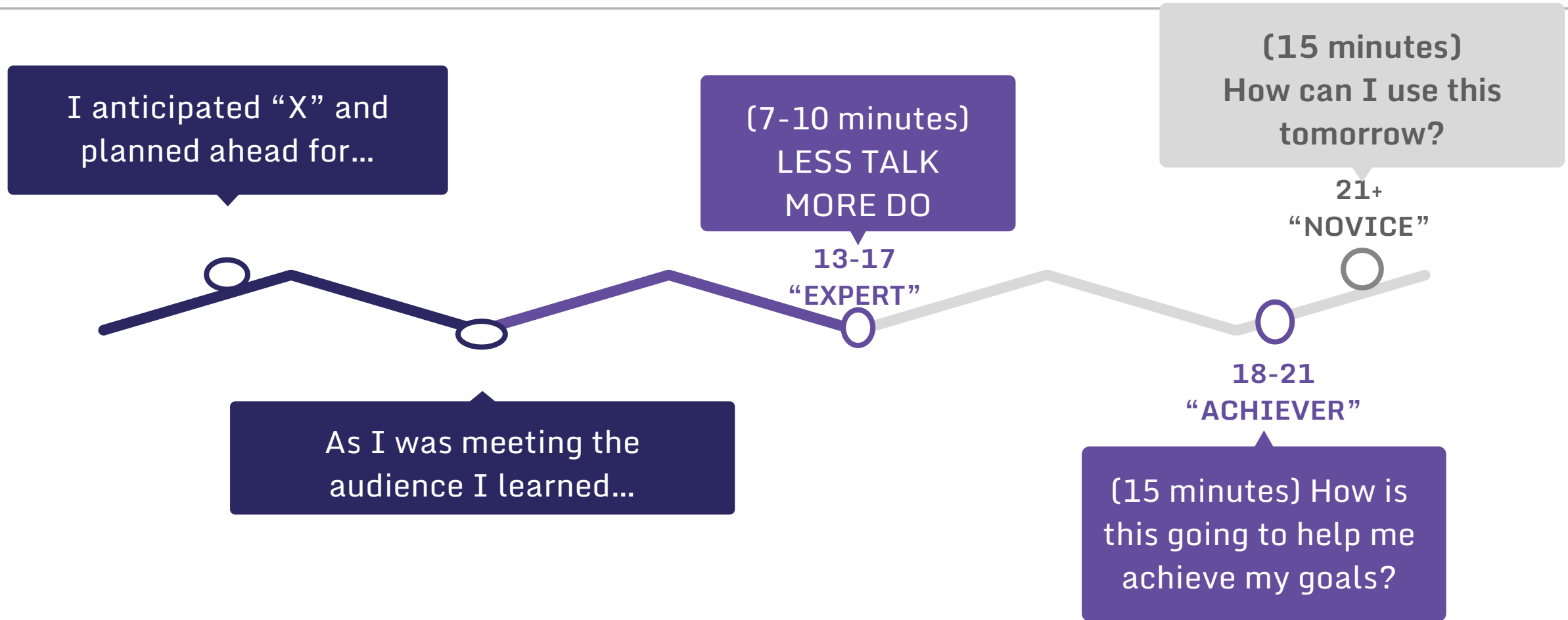
If the room feels flat (*and you are doing all the work*) Regroup, PREP, and Streamline →



REASONS WHY

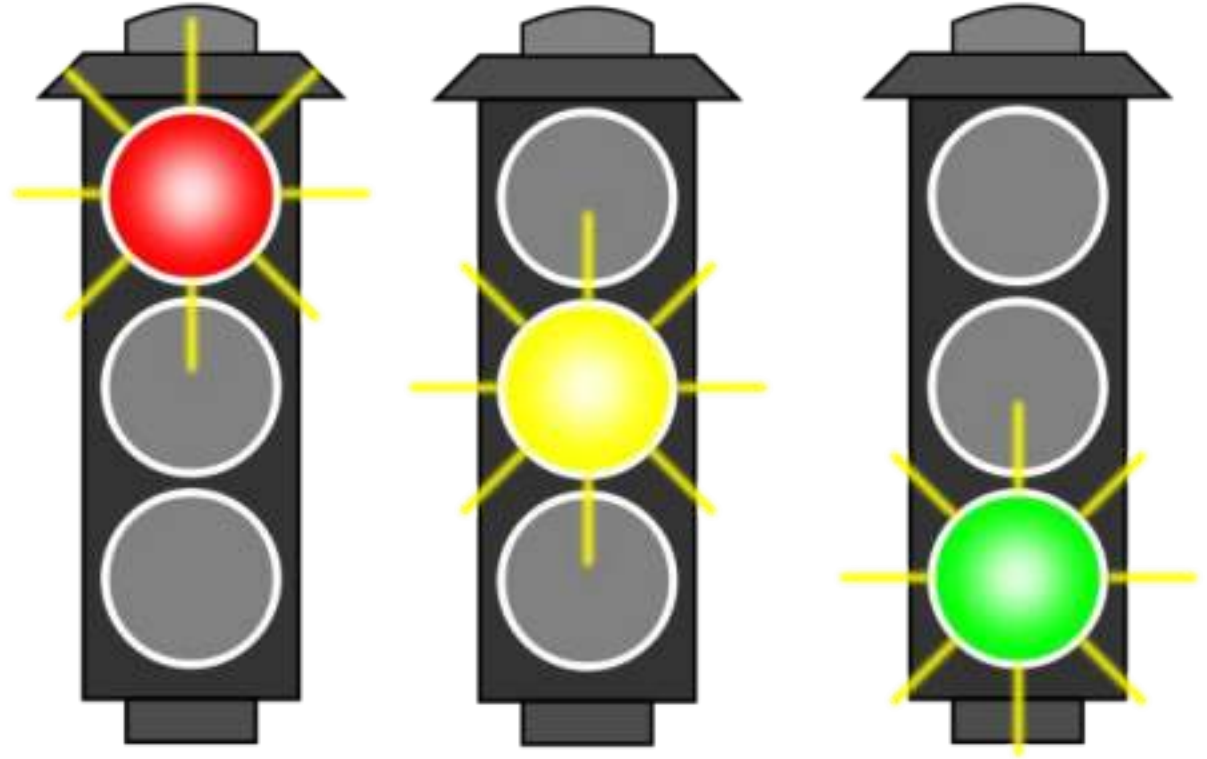


Keeping your audience engaged



Your Action Plan

1. What presentation practices, mindsets, or obstacles do I want to **STOP**?
2. What presentations practices, mindsets, or obstacles do I want to **CONSIDER**?
3. What presentations practices, mindsets, or obstacles do I want to **START**?



Objective 3: Engaging with Your Audience

- *Learn about who will be attending your presentation and prepare ahead (learn, practice redirects, find a partner who will help you prepare)*
- *Employ strategies that will engage and re-engage Novices, Achievers, and Experts.*
- *All presenters should be prepared to regroup, PREP (point-of-view, reasons, example, point-of-view), and streamlined ... make your plan!*



Takeaway Challenge

Write yourself a note that tells you how you became a phenomenal presenter during the next year.

Put a reminder in your phone 6-9 months from now to go back and read YOUR NOTE!!

