



Teach For All
A Global Network



July 23, 2024

PRESENTATION SKILLS

DEVELOPING PUBLIC SPEAKING - CLASSROOM

LEARNING OBJECTIVES

By the end of this module you will be able to:

- List the key principles for designing and delivering an effective presentation
- Explain how to collect and structure relevant information for designing a presentation
- Explain how to use body language effectively when presenting
- Design and deliver a 5-minute presentation on a topic of your choice



TODAYS LEARNING JOURNEY



GROUND RULES







ACTIVITY

- INTRODUCING YOURSELVES
- PRESENT YOURSELVES

INTRODUCING YOURSELVES



Individual activity



- Your name
- Why are you here? What would you like to learn today?
- Something about yourself
- How confident would you rate yourself in terms of public speaking and what defines that rating?



2 minutes for reflection and note taking
1 minute to present yourself



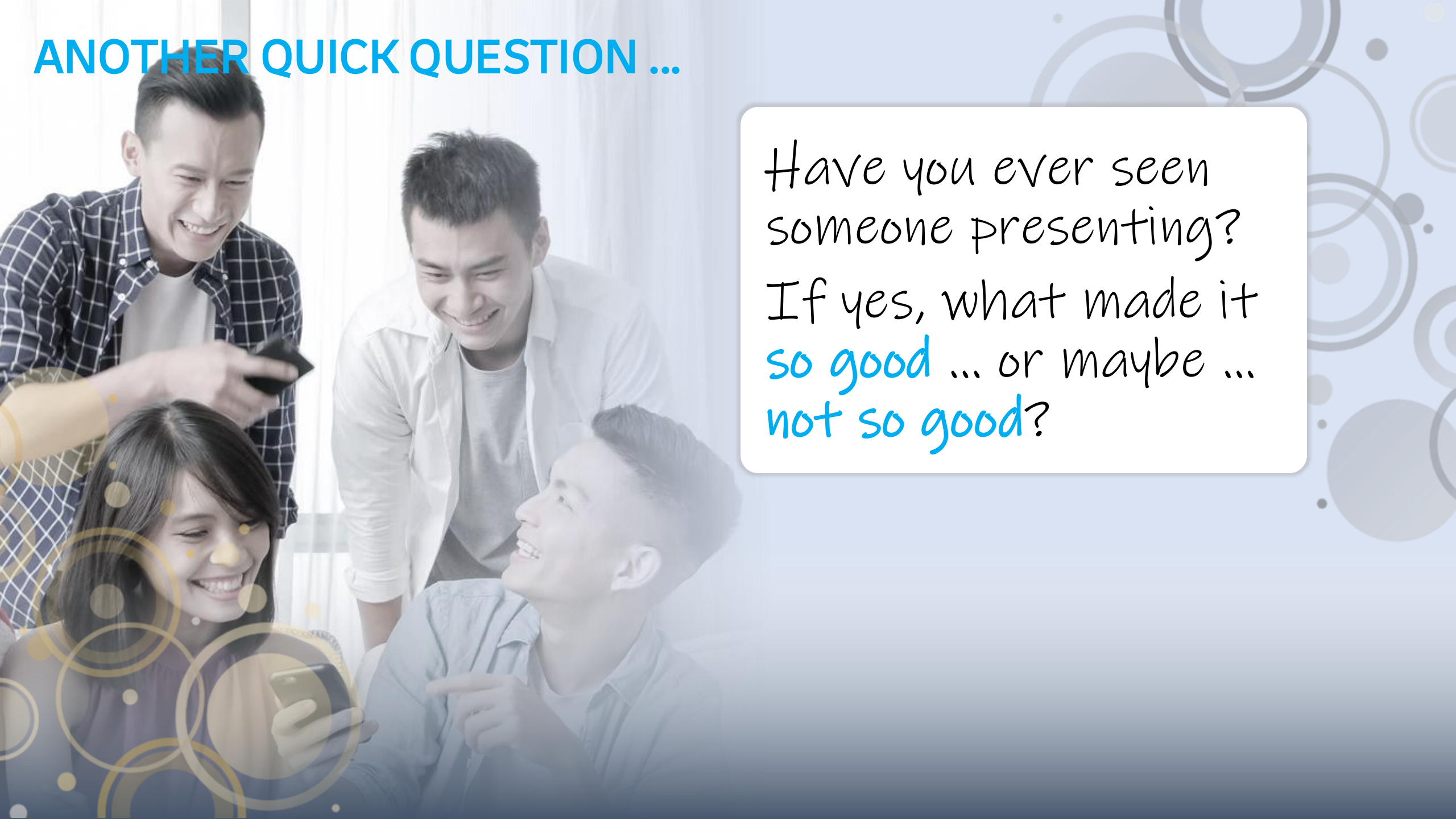
A QUICK QUESTION ...

A group of four young adults, two women wearing hijabs and two men, are smiling and looking towards the camera. The woman on the far left is holding a tablet. The background is a light blue gradient with decorative circular patterns in the corners.

Have you ever presented
in front of an audience?
If yes, **how did it feel?**
How **do you think it went?**

ANOTHER QUICK QUESTION ...

Have you ever seen
someone presenting?
If yes, what made it
so good ... or maybe ...
not so good?



FOR A SUCCESSFUL PRESENTATION ...

A word cloud of presentation tips in various colors and orientations. The words are arranged in a circular pattern, with some words appearing multiple times. The colors include yellow, orange, red, and white. The orientations are varied, with some words running diagonally and others horizontally or vertically.

Stakeholders
Humor
Creative
Colour
Effects
Presenter
Clarity
Think
Graphics
Design
Selling
Bulletpoints
Keypoints
Outline
Interest
Font
Think
Billboards
Presentation
Type
Brainstorm
Timing
Need
Less
Is
More
KISS
Story
Line
Visuals
Structure
Strong
Visuals
Handouts
Interaction
Know
The
Topic
Agenda
Decision
Maker
Text
Logical
Order
Sentences
Notes
Presenter
Audience
Target
Mindmap
Objectives

USING PRESENTATION SKILLS

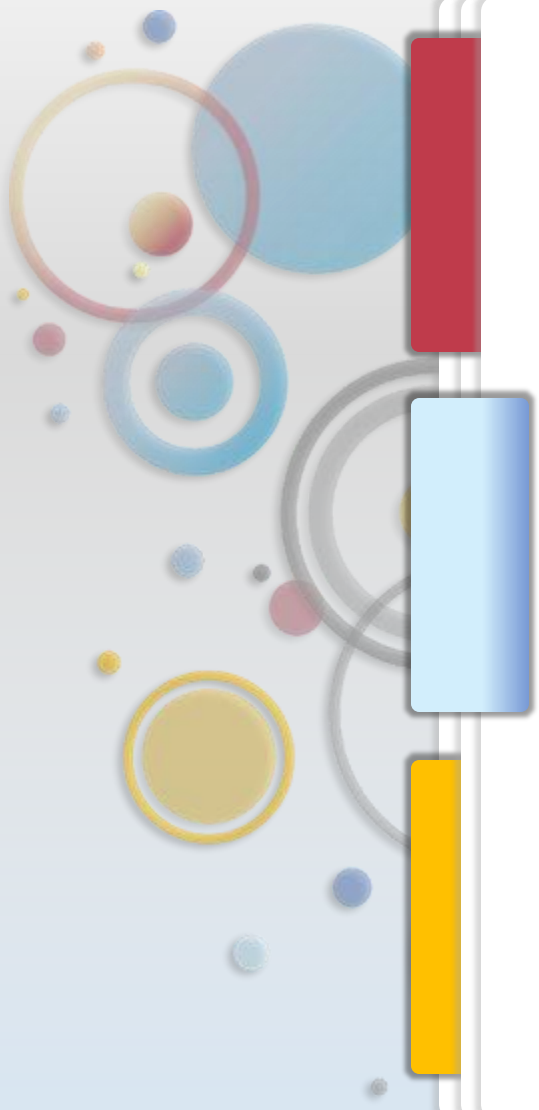
For example....

- To present or make a speech at a conference or event
- To deliver a speech at a wedding
- To publicly thank someone
- On behalf of a team, to say goodbye to a colleague who is leaving
- To seek investment or a loan to help you set up a new business.

THE IMPORTANCE OF PRESENTATION SKILLS

By presenting well and communicating effectively, you can:

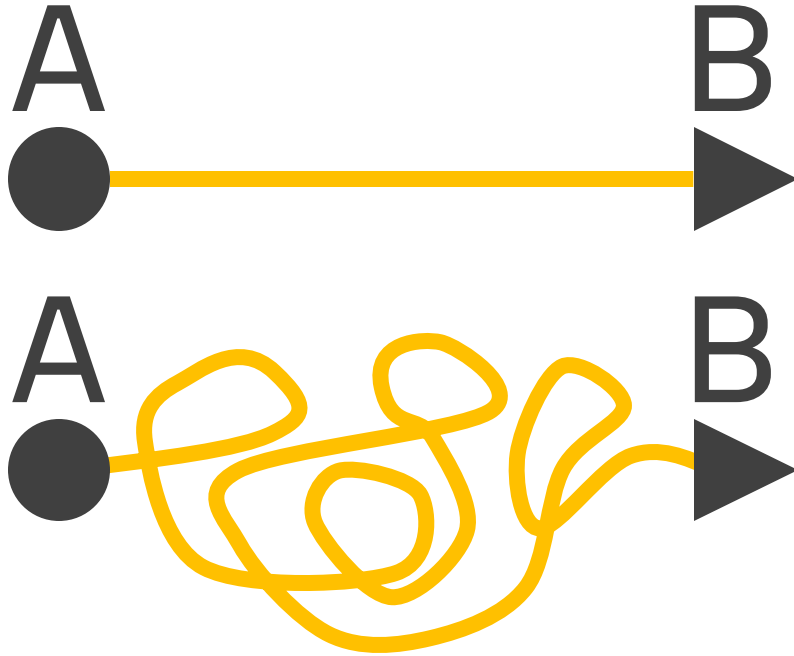
- Develop a competitive advantage during a job/internship search
- Gain the respect of your peers
- Express your ideas, views and needs better
- Build your morale
- Increase your self-confidence
- Help building your career





DESIGNING YOUR PRESENTATION

KEY PRINCIPLES OF GOOD PRESENTATIONS



KISS ... Keep It
Short & Simple



LESS is MORE

ATTENTION: WINOUT

What

The topic of the presentation

Interest

Raise the audience's interest

Need

The reason for the audience to join your presentation.
Why is it beneficial for them?

Objectives

What is the presentation aiming for?

Outline

How will the presentation run (agenda)

Timing

The duration of the presentation



A GOOD STRUCTURE ... SIMPLE AS ABC

Introduction to draw '**ATTENTION**'
and raise interest



BODY to deliver the
messages clearly, short
and to the point
(KISS)

CONCLUSION to
make a Professional
and memorable ending

RAISING INTEREST

- Ask a question
- Use nice images
- Tell a story or anecdote
- Use statements or quotes
- Statistics and graphs
- Humor (!!!!)



BODY: HOW TO GET THERE

- Brainstorm
- Mind map
- Leave out the unimportant bits
- Bite size chunks of information
- Logical order



CONCLUSION: SOS

Summary

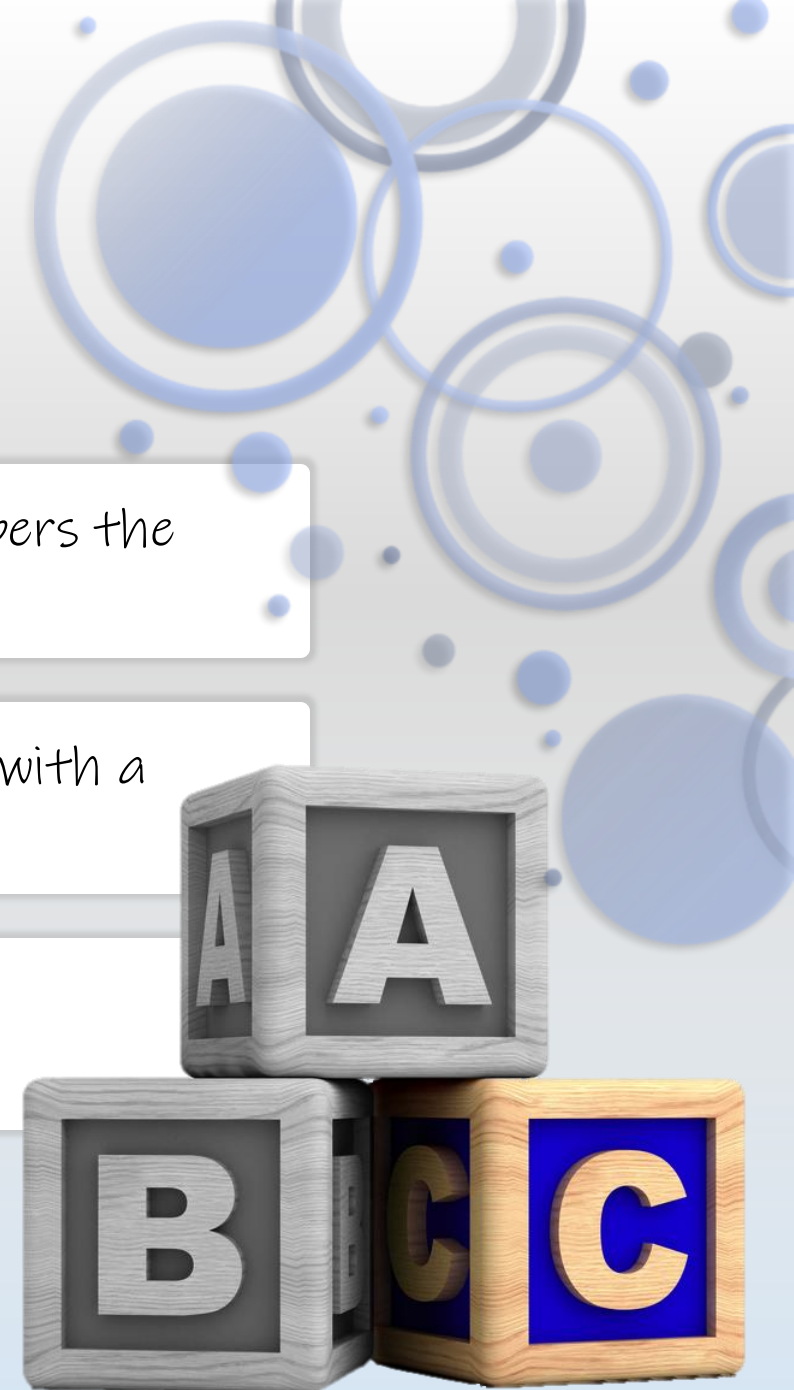
Make sure the audience remembers the key points (memorable ending)

Offer positive expectation

Ensure they leave the meeting with a positive feeling

Say thank you, stay available ... and stop

Leave contact details in case of further questions and ... stop!





A QUICK QUESTION ...

What is **brainstorming** and **mindmapping**?

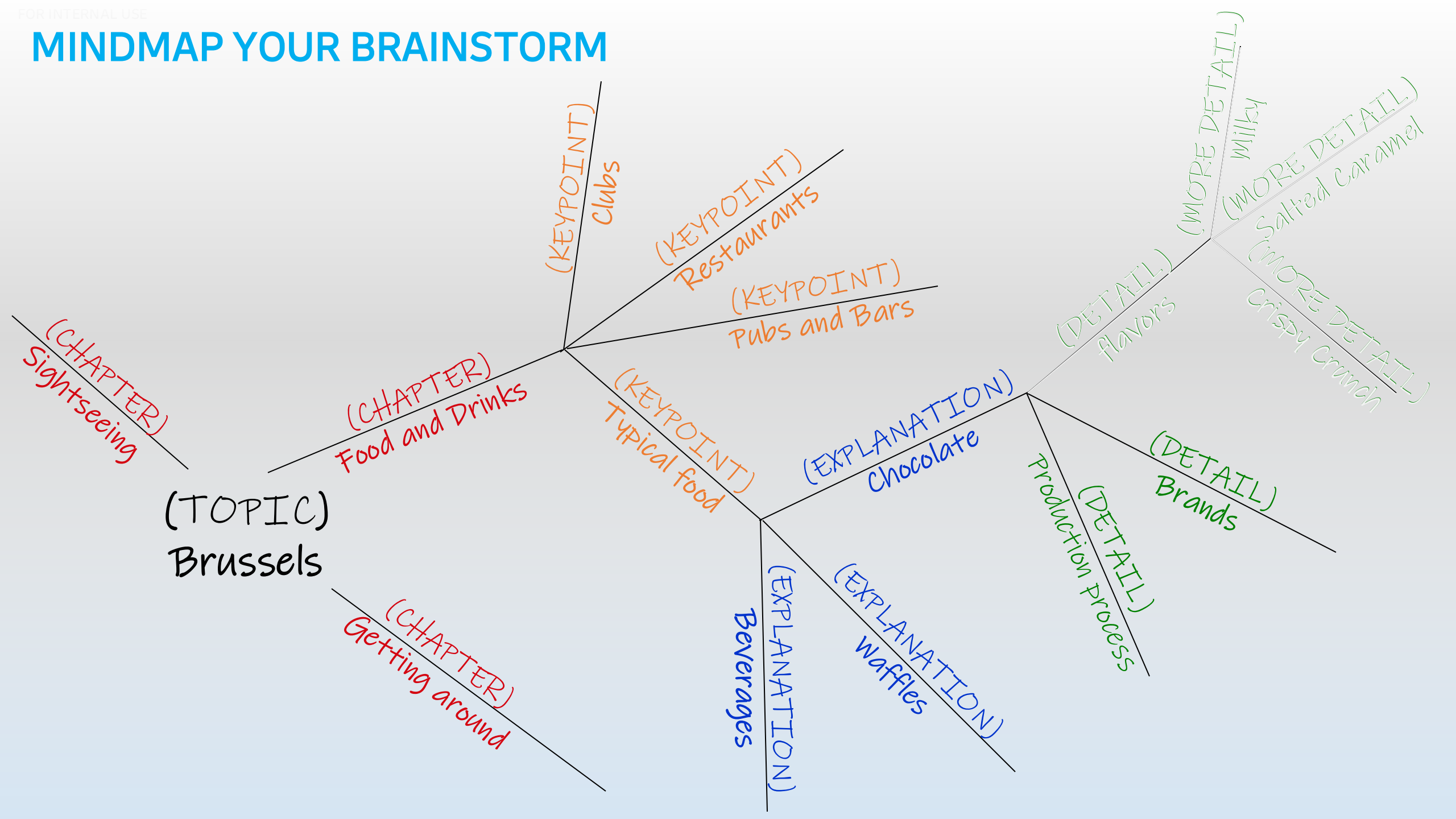
BRAINSTORM: A CAPITAL CITY

Chinese food
United Nations
DHL
Grand Place
Manneke Pis
Janneke Pis
Taxis
Airport
Weather
Royal Palace
Chocolate
Music museum

Public transportation
Atomium
Restaurants
Museums
European Union
DHL Express HUB
Languages
Politics
History
Medieval Center
Mini Europe
Public transportation

Mussels
Museum natural history
Auto world
Museum of comic books
Dining
Pubs and bars
Trains
Music concerts
Environment
Summertime
Winter
Concert venues
Etcetera ...

MINDMAP YOUR BRAINSTORM





ACTIVITY

YOUR STORY



ACTIVITY – YOUR STORY



In groups of 3



- Define a topic that you know a lot of
- Brainstorm and write down all your thoughts
- Create a mindmap using a Flip Chart
- Decide: what is least relevant (unimportant)



20 minutes (you will be informed when to move on to the next stage)



PREPARING FOR A PRESENTATION

IF YOU **FAIL TO
PREPARE**, YOU
PREPARE TO FAIL



A QUICK QUESTION ...

What **preparation** would be required to **design** the **content** of a **presentation**?

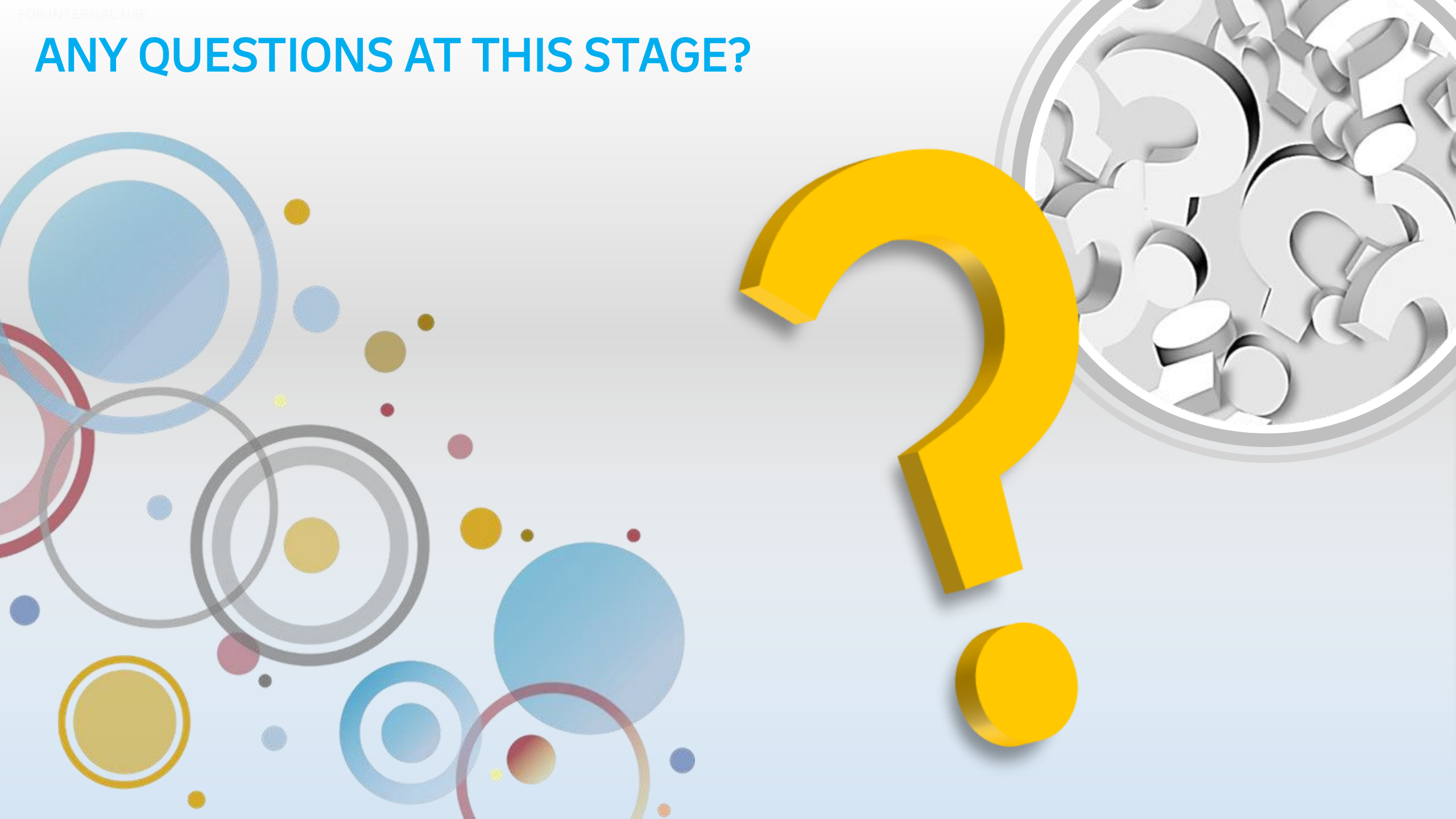


PREPARING FOR PRESENTATION DESIGN

- Choice of topic
- Gathering all the facts (brainstorm)
- Structure the content (mind-map)
- Adapt to your audience (relevance / unimportant bits)
- Consider which materials and methods to use
- **Set aside time to prepare!**



ANY QUESTIONS AT THIS STAGE?





RECAP QUIZ

QUESTION 1

What would be good reasons for developing your presentation skills?



- Express your ideas, views and needs better
- Increase your self-confidence
- Help building your career

- You will be offered a good job or internship
- It will result in earning a lot of money
- Your peers will admire you for it



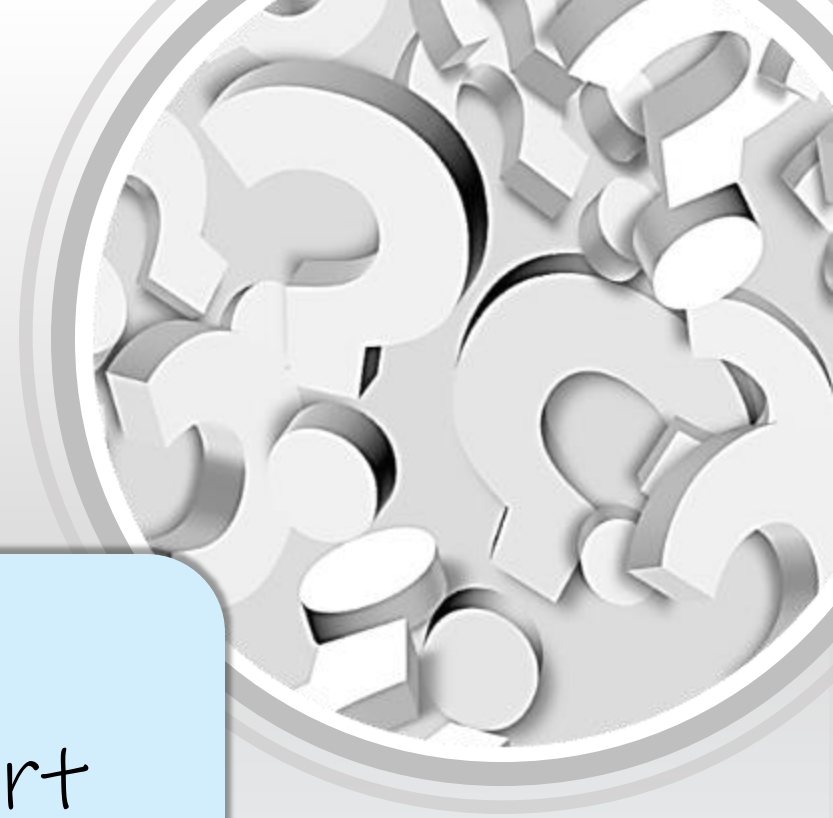
QUESTION 2

What are the two key principles for designing presentations?



- Keep it short and simple (KISS)
- Less = More

- Make it smart and speedy (MISS)
- More = Best



QUESTION 3

What does the abbreviation ABC stand for?

- Awareness
- Brief
- Closure

- Attention
- Body
- Conclusion



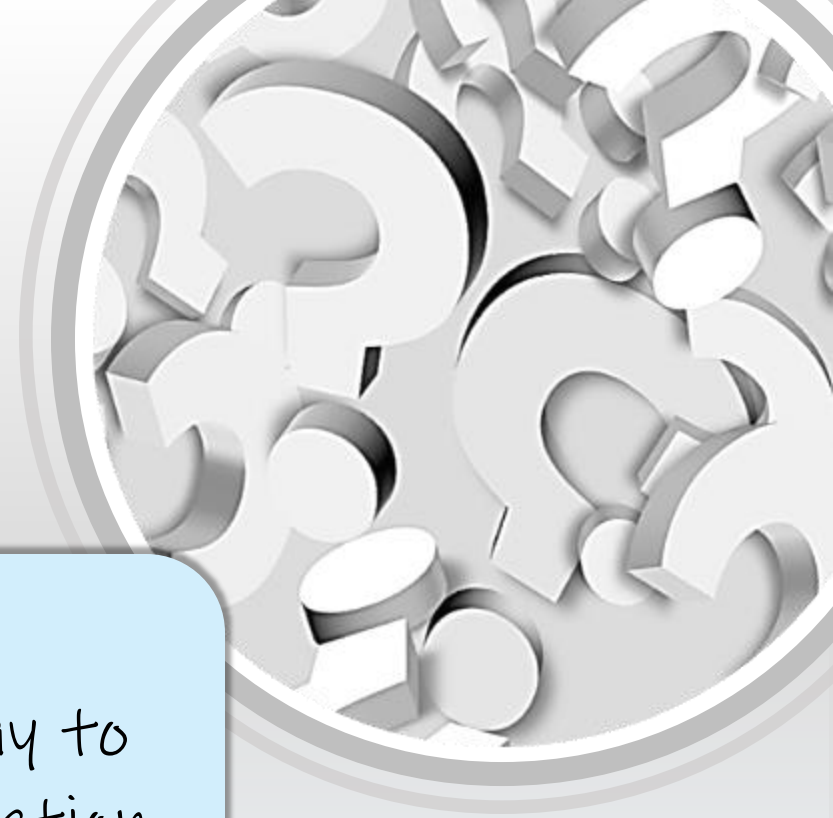
QUESTION 4

Why is it important to Brainstorm and Mindmap when designing content for a presentation?



It is a good way to find content for a presentation and subsequently structure the content in a logical way.

It is a great way to deliver a presentation when you are not sure who is the target audience for your presentation.



COMFORT BREAK

The background of the slide features a photograph of a large, ornate castle with multiple towers and spires, situated on a hillside. In the distance, there are misty mountains and a body of water. The scene is overlaid with decorative elements: semi-transparent circles in shades of blue and yellow, and a gradient background transitioning from light blue at the top to a darker blue at the bottom.

Let's take a short
break for **15 minutes**
and then we will
resume



DELIVERING YOUR PRESENTATION

PREPARING FOR A PRESENTATION

IF YOU **FAIL TO
PREPARE**, YOU
PREPARE TO FAIL



A QUICK QUESTION ...

What **preparation** would be required for **delivering** your **face-to-face** presentation?



PREPARING FOR PRESENTATION DELIVERY

- *Content development*
- Ensure a date, time and location are set and agreed
- Know the audience
- Review the content: still up to date
- *Practice, practice* ... and did I say ... *practice*?
- Get a good night's sleep
- Check material and equipment: all there, does everything work?
- Visualize the first minutes and then ... *relax and enjoy*.



ANOTHER QUICK QUESTION ...



When you are in the audience during a presentation ...

- What are the things that make you **switch off**?
- When do you **stop listening**?

SWITCHING OFF

Boring

Not
interested

Wrong
communication

Not fluent
speech

Wrong
message

"Don't want
to be here!"

Too much

Too fast

Too long

Too difficult
(or too easy)

SO THE PRESENTER MUST ...

Boring

Ensure it is interesting

Not interested

Engaging design

Wrong communication

Mind your body language

Not fluent speech

Practice, practice, Practice

Wrong message

Know the audience

"Don't want to be here!"

Interact when possible

Too much

Less = More

Too fast

Slow down

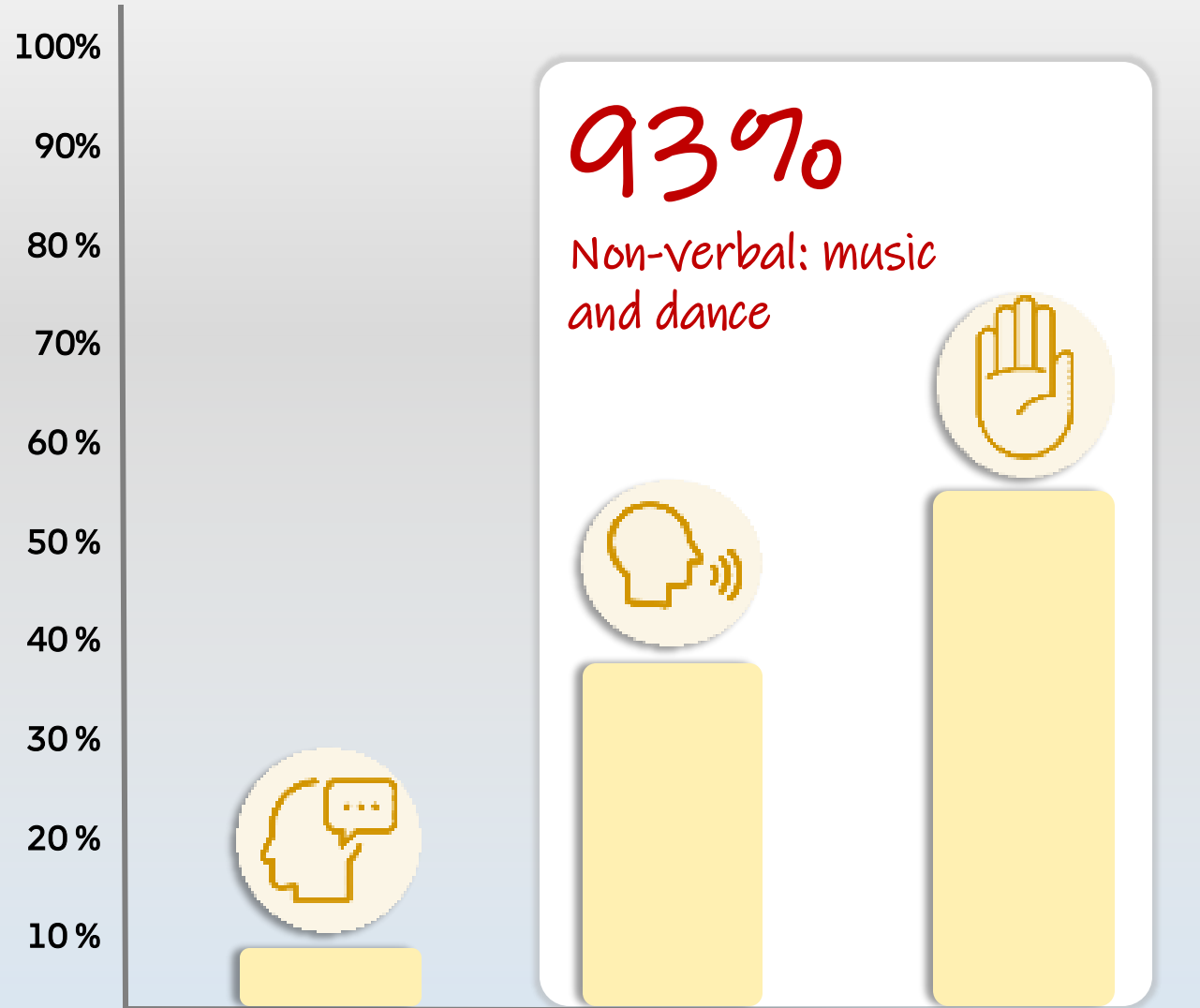
Too long

KISS

Too difficult (or too easy)

Level with the audience

HOW WE COMMUNICATE



Verbal (words)

7%



Vocal / tone (music)

38%



Body language (dance)

55%



ACTIVITY

BODY LANGUAGE

ACTIVITY - BODYLANGUAGE



Two groups



Define *do's and don'ts* for:

- *Group 1*: Movement and face (eyes / mouth)
- *Group 2*: Posture, hands and arms



10 minutes to discuss and make notes

3 minutes FOR each group to present: **ONLY USING BODY LANGUAGE!!**



POSTURE



- Stand in front of projector / screen
- Balance from one leg to the other
- Stand too close to people



- Stand up-right (relaxed)
- Respect personal space
- Face your audience

HANDS AND ARMS



- Scratch, pull pants, tap fingers, play with pen, rub/touch your face
- Point fingers



- Motion to correlate to your words
- Open hand gestures

MOVEMENT



- Walk up and down nervously
- Move back and forward on camera
- Be 'all over the place'



- Move with a purpose
- Calm and smooth movement only

FACE (EYES / MOUTH)



- Chew, drink or eat
- Look at the ceiling or the floor
- Roll your eyes
- Watch at the clock (or cell phone)
- Stare at one person or one place only



- Drink, when needed, during a natural break
- Keep in contact with the entire audience
- Use your eyes to invite the audience and show enthusiasm

DEALING WITH ANXIETY



Know your topic and
practice (practice
makes perfect)

Take your time

Stress is normal and can
even be helpful

Control your breathing,
control your voice

Envision the first few
minutes of your
presentation

ANY QUESTIONS AT THIS STAGE?





RECAP QUIZ

QUESTION 1

When presenting, why is it important to know your audience?

If you know the audience, you can have good fun with them and maybe there are some friends of yours in the audience

Knowing the audience enables you to tailor your presentation towards their level and information needs



QUESTION 2

Why would you want to visualize the first minutes of your presentation before you start?




It helps to envision how the presentation would run and with that it helps to relax prior to presenting

It is always great to dream of a successful presentation and it keeps the harsh reality at a distance



QUESTION 3

For which percentage accounts non-verbal communication?



93%

55%

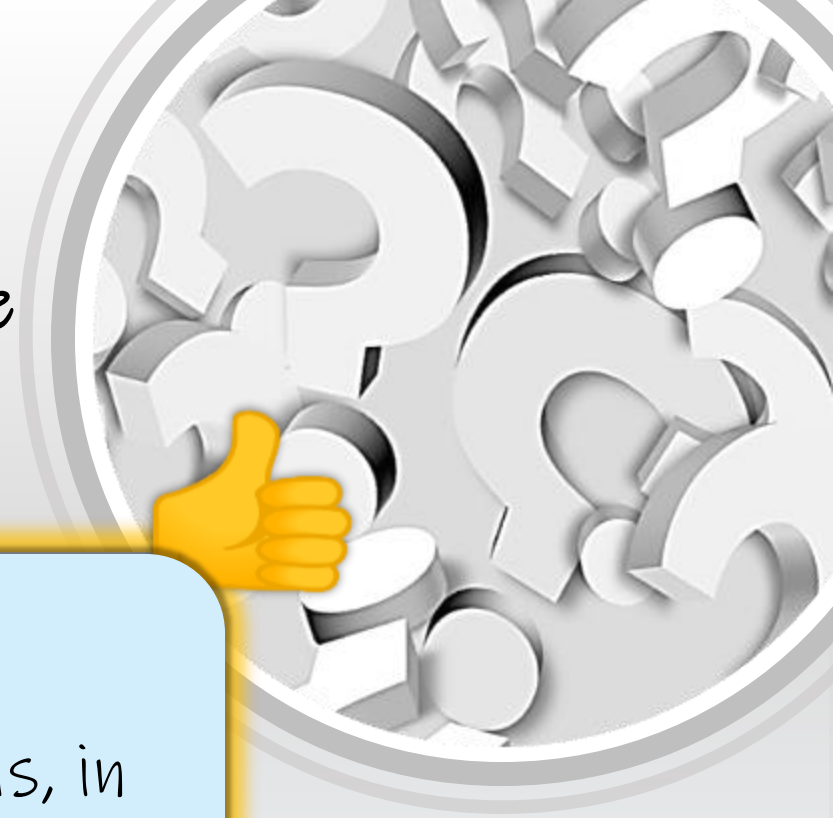


QUESTION 4

Why is it important not to fingerpoint but to use open hand gestures instead?

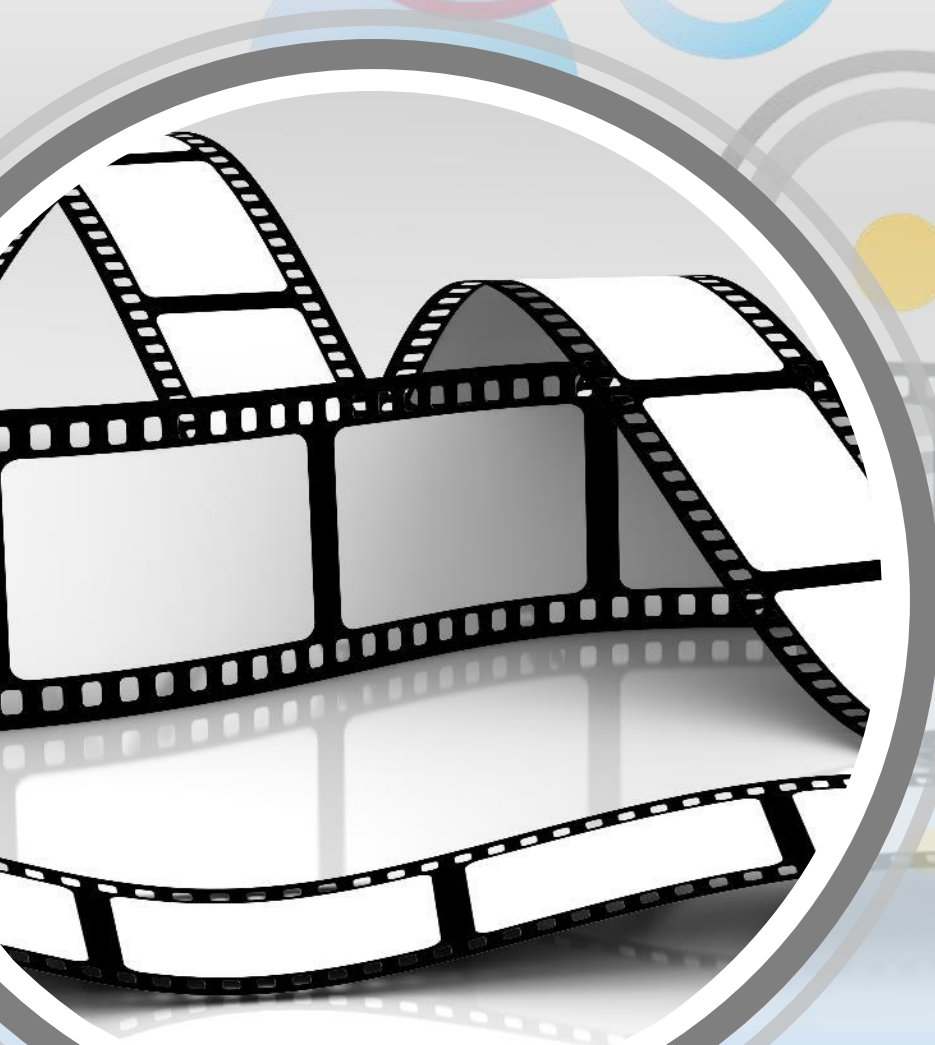
Finger-pointing shows that the presenter is nervous and with that the audience stops listening

Finger-pointing is, in most cultures, considered rude and it does not engage the audience



FILM

DELIVER YOUR
PRESENTATION
SUMMARY



CLICK HERE
TO START
FILM

COMFORT BREAK

A silhouette of a person in a dynamic pose, possibly a dancer or athlete, standing on a rocky outcrop. The person is leaning forward with one arm raised high and the other supporting their weight. The background is a bright, hazy sky with soft clouds. The overall image has a warm, golden-hour feel. There are decorative circular patterns in the corners: yellow and orange circles in the bottom left, and blue and grey circles in the top right.

Let's take a short
break for **15 minutes**
and then we will
resume



FROM THEORY TO PRACTICE



ACTIVITY

YOUR PRESENTATIONS

ACTIVITY – YOUR PRESENTATIONS



Individual activity



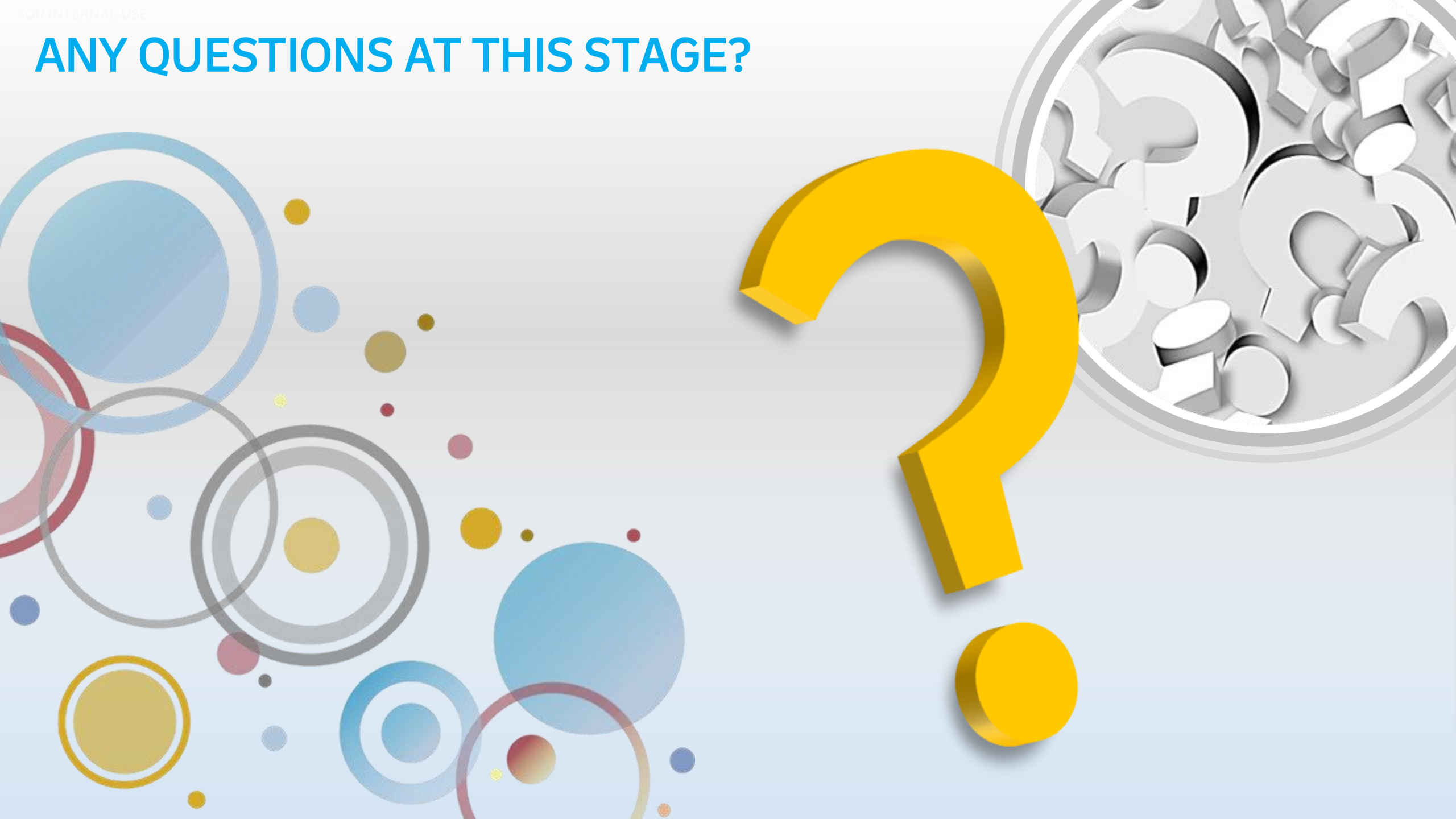
- Choose your topic
- Prepare a 5-minute presentation applying what you learned
- Deliver your presentation
- Round of feedback



Preparation: 30 minutes
Presentation delivery: 5 minutes per person



ANY QUESTIONS AT THIS STAGE?





WRAP UP

LEARNING OBJECTIVES

By the end of this module you will be able to:

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- Explain how to collect and structure relevant information for designing a presentation
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ACTIVITY

- CREATE AN ARTWORK
YOUR KEY TAKEAWAYS

YOUR KEY TAKEAWAYS



Individual



Think about what you learned today and create a drawing

- Your key takeaways
- Your current confidence level: how do you feel?
- If confidence level changed: what caused that change?
- Then present your drawing and explain to the group

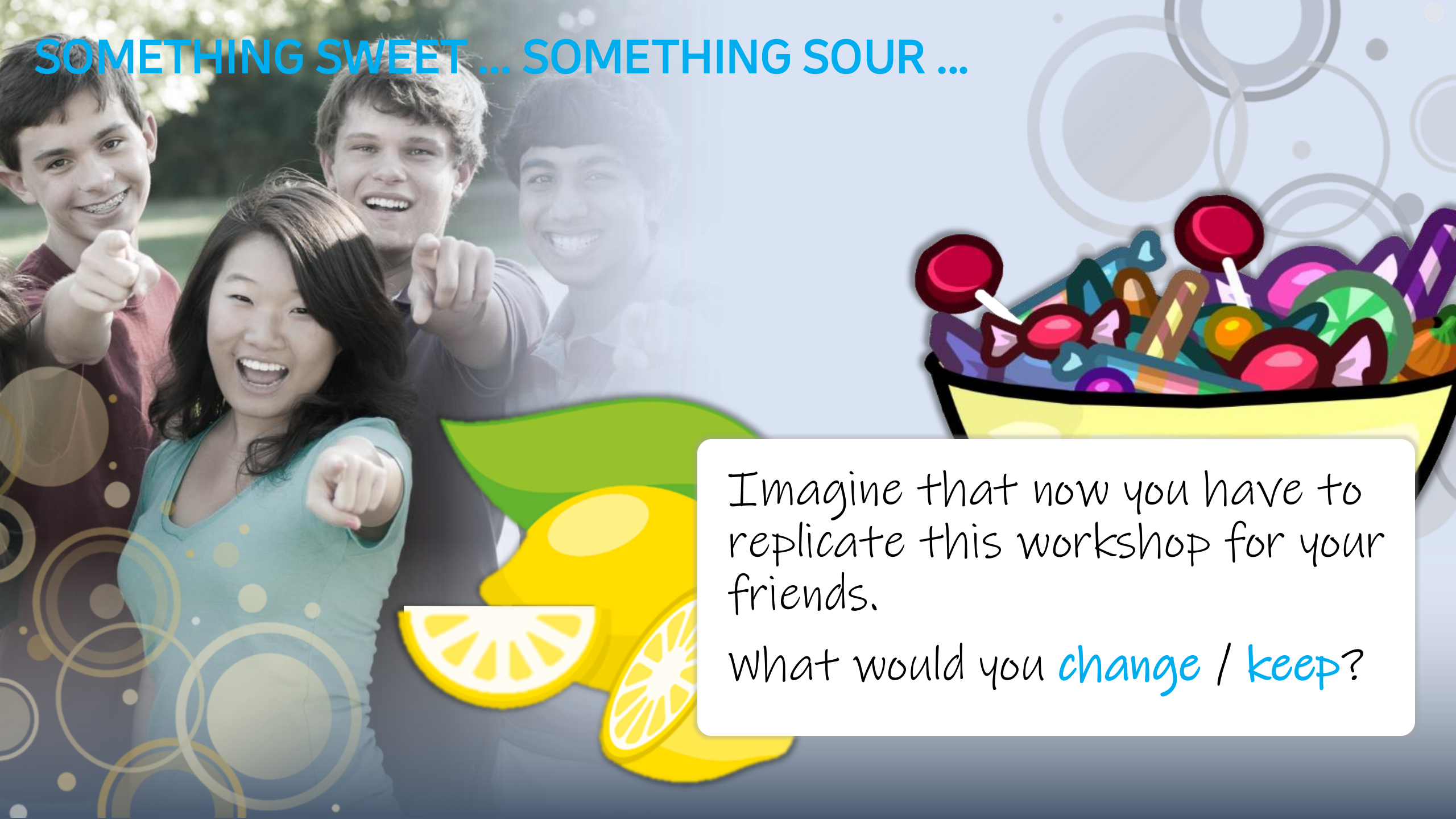


5 minutes to draw

1 minute presentations



SOMETHING SWEET ... SOMETHING SOUR ...



Imagine that now you have to replicate this workshop for your friends.

What would you **change** / **keep**?



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**THANK YOU FOR YOUR TIME
AND ATTENTION**