

7-21/18

computer

mouse in room

survey → onl

1/2 time parking

no broken rags

expired expo

brush on floor

perspective as opportunity to connect
of speaking

quality training breaks bad habits > quantity training

as long as audience gets what they want
"what does the audience deserve to get"

addressing 4 reasons things don't get done

- provide info (let people know if they are presenting)
- provide coaching (what works best for them)
 - ① send instruction
 - ② show & watch
 - ③ do together
- asses fairly

consider if you are connecting with other's drivers

4 keys - to powerful perspective

be a topic expert

put the audience first

get out of your own way of other people's learning

bring attitude of gratitude

plan 80% of time allotted to allow for hiccups, comfort

blackout presentation screen for impact

introducing others

2

- reason
- expertise
- acknowledge
- lead applause

introduction

(→ close)

OPEN

not "hi, I am ..." , credentials later

visual / image

audience activity (show hands, etc.)

3 versions of open up question

stat, fact (what does 37.5 mean to you? It is avg. ag in Tampa)

(would it surprise you 80% don't know? we here to make you part of 20%)

PREVIEW (→ summary)

topic overview

* goal

agenda (2-4 items) *

bio. (presenter introduced last)

ground rules, handling ?'s } relieve audience

* visibly check time & acknowledge

"in next 20 min we'll cover x, y, z"

BODY

show them, w/ visuals

engage

2-4 main points

INTERACTION

create want (info) & win (every response positive)

eye contact + handshakes: (they will root for you) makes approachable

nametag respectful (right side above breastbone)

don't call on people without asking!

thread connection (could I reference this? "we were talking earlier & he mentioned" audience)

nod, smile, move with punctuation

logo on back
of speaking
cards

③

SUMMARY

- tell em what you told em
- ensure objective met
- allow Q & A (perfect time for a few Q's) w/ respect for your time
- "it's later, here's my contact"
- setup close

CLOSE

- reiterate expertise & appreciation
- * tie in w/ beginning ('aha moment')
 - stat, visual

- TIPS -

- follow sound & motion
- count w/ hands; count a lot for tracking
- tell audience 'you deserve'; put them first
- practice makes permanent not perfect
- ground self - push something physical for nerves

building websites

- voice up, audience meets 80% energy

MISTAKES + VISUALS

- review sitting, practice standing
- telling audience 'no' or 'hold questions' don't alienate
- apologizing > once

if ppt = presentation, you are not necessary + not bringing any ROI

giving handouts too early

giving slides before ppt

mishandling questions

→ do repeat question back

→ do ask 'did I answer that' (checking in)

* being uncomfortable with silence,

- let audience process info

this - that - thanks - lifts face