



APPEAL

Techniques for Delivering Effective Presentations March 28, 2012

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Effective Public Speaking



*“The ability to speak effectively is an
acquisition rather than a gift.”* – William
Jennings Bryan

- One in four
- Public Speaking:
Presentation vs. Facilitation



Outline

- Check in – Welcome and Introductions
- Context – Goals and Objectives/Safety Agreements
- Content:
 - Group Facilitation Methods
 - ★ Design Techniques
 - ★ T.E.A.M.S. for Effective Presentation
 - ★ O.R.I.D. Model
 - ★ Presentation Techniques
 - ★ Roles and Audience Analysis
- Practice Presentation
- Evaluations- Reflections

1. Goals:



Rational Objectives:

- To learn about tools and techniques for delivering effective presentations (in-person or virtually)
- To understand how to present to diverse audiences
- To learn tips for building confidence and strengthening public speaking skills

■ ***Experiential Aim:***

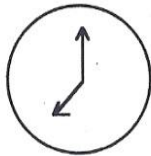
- *List different applications to what they learned*
- *Start building confidence*



3. Designing your own Presentation

What is the “Focus question”?

1. Rational Aim – what you want the audience to know or do?
2. Experiential Aim – how people will be different at the end of the session?
3. ORID Model



RO: EO:

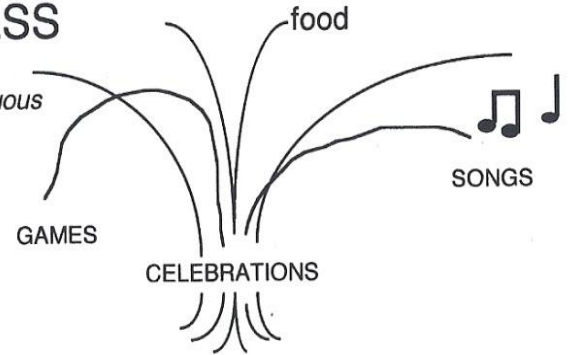
HOUR MEETING FORMAT					
Flow	Disc	Tracking the Action	W/S	Check signals	Reflect
	10'	15'	20'	5'	10'

TIME

What is the most helpful use of time to accomplish the stated objectives?

EVENTFULNESS

How to build liveliness, momentum into discontinuous activities to increase motivation?

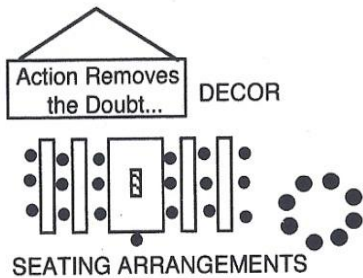


T.E.A.M.S.

for Effective Meetings

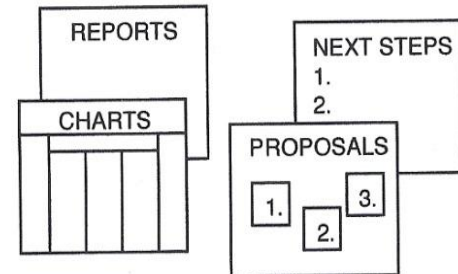
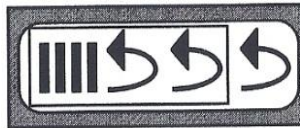
ACCOMPLISHMENTS

How to pull together decisions of the team so they can be remembered and built upon?



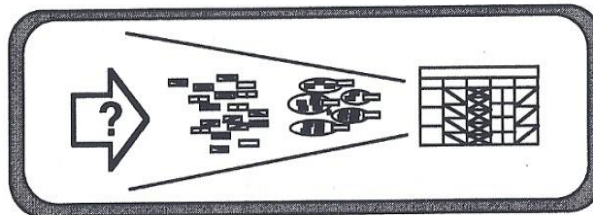
SPACE

How to shape the space to enable desired results?

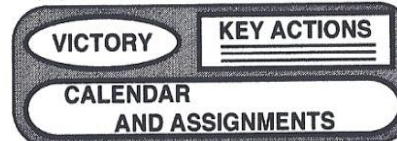


METHODS

What are the appropriate methods that will encourage participation and effective action?



ACTION PLANNING



4. Audience Analysis: Putting yourself in the shoes of the audience

1. Who will be listening to your presentation? Why?

- Informative

- Persuasive

2. What are the values, needs, and constraints on the audience?

3. What is the knowledge level of the audience?

3b. Warm up – Ice Breaker



- *Story*

- *Mouse Story*
- *Dominant / Non-dominant*

- *Humor*

- *W.C.*

- *Interactive*

- *What's in a name?*
- *Focus Question*



Questions for Discussion

1. What were some of the communication rules that you learned when growing up?
2. Are there any subjects particularly uncomfortable for you? Why?
3. What words are “hot buttons” for you and should be avoided? What are some words that apparently offend other people?
4. What alternative words should be used for words that offend certain groups?

What is your Role? –
Facilitator? Trainer?
Consultant?



Know yourself –
Know your audience –

Presentation Techniques

- **Posture**
- **Movement**
- **Gesture**
- **Eye contact**
- **Using your own voice**
 - **Monotone**
 - **Talking to fast/slow**
 - **Volume**
- **Avoid info dump**



Tips for Dealing with anxiety

- **Organize**
- **Visualize**
- **Practice**
- **Breathe**
- **Focus on Relaxing**
 - Inhale “I am.... I can ...” exhale “relaxed”
- **Release tension**
- **Move**
- **Eye contact with audience**





Barriers to communication

- Language differences
- Different cultural values
- Different genders
- Developmental level
- Knowledge differences
- Emotional Expression
- Use of technical terminology

Cross Cultural Communication Barriers



- *Accents*
- *Intonation*
- *Gestures*
- *Ethnocentrism*
- *Idioms/slang*
- *Technical jargons*
- *Language nuances*
- *Different communication styles*
- ◆ *Emphasis on words*
- ◆ *Ways of interrupting*
- ◆ *Use of qualifiers*
- ◆ *Facial expressions*
- ◆ *Listening habits*
- ◆ *Manifestations of attitudes*
- ◆ *Historical baggage*



OVERCOMING LANGUAGE BARRIERS

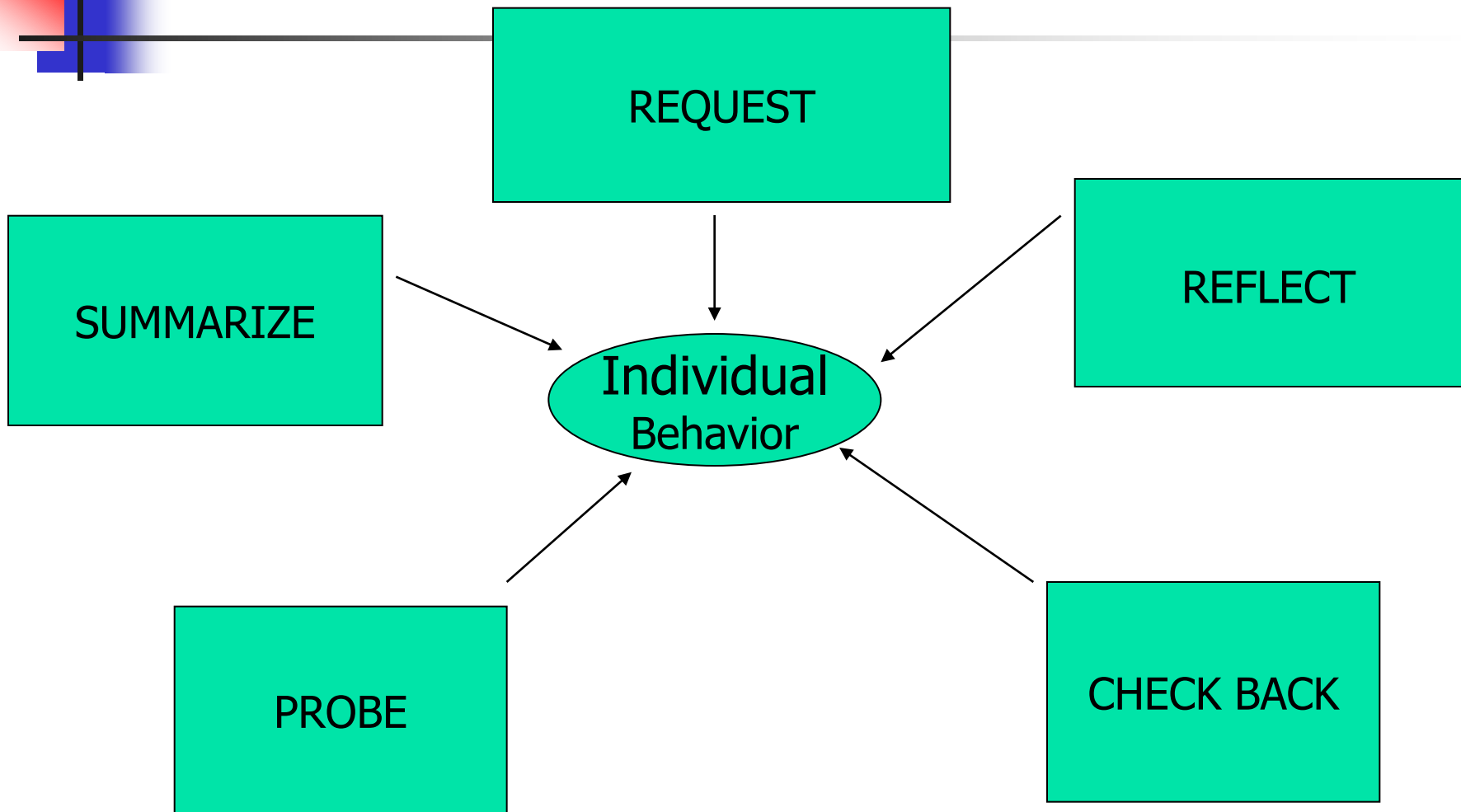
- Listen
- Be flexible
- Respect difference
- Avoid idioms or slang
- Use action-specific verbs
- Communicate clearly and fairly
- Test for understanding



Modes of communication

- Verbal
- Non-verbal:
 - personal appearance
 - tone of voice
 - posture and body position
 - gestures
 - touch
 - use of silence

TEST FOR UNDERSTANDING



LEADERSHIP

*Tell me and I will forget,
Show me and I may remember,
Involve me and I'm committed...*

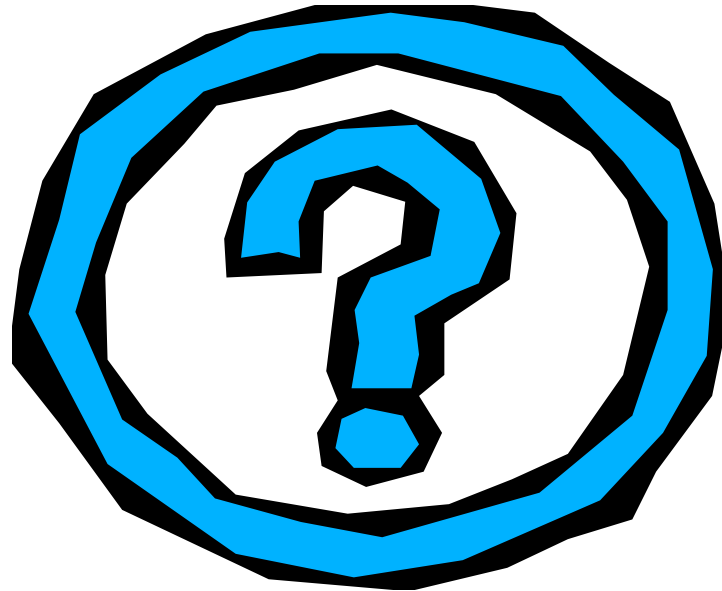
- Native American Proverb





Questions & Discussion

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Thank you!