



Presentations 101-Dynamics

- Recommended reading: Ron Hoff: I Can See you naked
- The Presenter is making a commitment to the audience
 - To help them
 - To hear them
 - To meet their needs
- If you are successful, they will engage you
- They will meet your need for approval



Presentations 101-the first 90 seconds

- Why the first 90 seconds are the hardest, and the most important
- Warming up or losing the audience
- “Just start making friends, and talking in a way that comes easily and naturally for you. You’ll be warmed up in no time. And audiences are never far behind” *Naked, pg. 40.*



The first 90 Seconds-some possible strategies

- First, do what you feel comfortable with, but plan ahead. Some possible strategies:
 - Practice or recite the first few words or sentences
 - Focus on friendly faces in the audience
 - Start by telling them what is coming and what you hope to do
 - Use a “sound bite” that expresses the essence of your purpose—to grab their attention and make your commitment to them. (examples—Law and Order closings)
 - Ask a question



Dealing with nervousness and mistakes

- Nervousness is normal, but destructive
 - Tension in your voice or body language makes the audience tense
 - Talking too fast
 - Pacing or fast movement/frozen stiff
- Recognize that mistakes will happen and are OK-it's a conversation, not a screenplay
- Be prepared to laugh at yourself or admit your mistakes/ignorance (you still are there to help them with what you know)



Preparation to be a good presenter

- Get directions beforehand
- Research the school to get tidbits you can use
- Know the subject, but remember, the messages are simple and basic
- Test out your laptop



What we've learned doing the program-setup

- Get there early to get set up, get comfortable and make sure the presentation equipment works
- Talk to the teacher
 - Ask him/her to interact with you
 - Find out about the students
 - Find out about the class and what they have covered
 - Briefly review the program with the teacher
- Set up the laptop in front of you, where you can see it and use it as a monitor



What we've learned doing the program-presentation dynamics

- Be yourself
- Avoid reading notes and stay loose
- Have a conversation with the students
- Be flexible with time
- It's going to take a few tries before you get comfortable. Don't worry about mistakes.
- No two presentations are alike
- Mistakes/glitches will happen...be creative



What we've learned-DO'S

- DO Keep to the message
- DO try to relate to their world
- DO Use war-stories...
 - The students love this stuff
 - It makes the program real and you more accessible
- DO stand up and move around.
- DO pack a lunch...
- DO vary the pace--stop and engage students



What we've learned-"Don'ts"

- DON'T waste the first minutes with "thank you's" and warmup chatter..
 - You have 2 minutes to get their attention and interest
 - Save the introductions for after the initial message
- DON'T forget to click ahead on the presentation
 - Study the presentation ahead of time
 - If you get too far ahead, blank the screen
 - Click ahead some if you want to
- DON'T look at the screen behind you—use the "monitor" in front of you



What we've learned-follow-up

- Ask the teacher for feedback
- Have a handout for the teacher to use
- Promote the program
- Ask for contacts whom we can approach for future programs
- Give your regional coordinator a summary how it went, and any problems or suggestions.



Program Development

- Feel free to develop and innovate
- Share ideas and experiences
- We need people with expertise in web design and using Powerpoint or Presentations.