

PRESENCE

Overcome the Fear

The Big Three

Know your subject - The audience wants YOU to win; You were chosen.

Prepare for questions - Think of the tough questions you could get to remove the unknown.

Rehearse your delivery - Don't just practice, rehearse with no stops.

Remove Distractions - 3 V's

Communication Channels

Verbal - Use a pause/silence to remove filler words like "um," "uh," and "so."

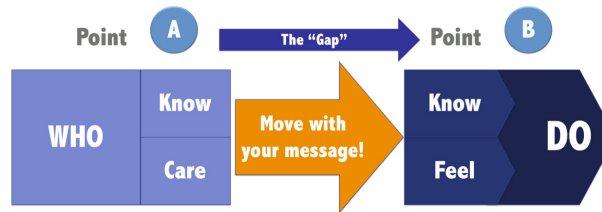
Vocal - Use your vocal tools to make your message engaging: inflection, volume, clarity, pauses, and pace.

Visual - Don't let your words say one thing and your body another. Match your face, body stance, and hands to your message.

MESSAGE

Prepare

Think about what is your Purpose (Point B) and who is your Audience (Point A).



Develop

Create a powerful opening and captivating

Open

- Credibility
- Attention
- Body
- Audience

Close

- Memorable
- Action
- Summary

Body

Use the Rule of 3 to create an easy to follow and remember body.

Buckets	Process
Opening	Opening
Bucket #1	Step 1
Bucket #2	Step 2
Bucket #3	Step 3
Closing	Closing

DELIVERY

Handle Questions

Prepare for questions

Use the basic question starters: WHO, WHAT, WHEN, WHERE, WHY, & HOW



Response Process:

Acknowledge - "Thank you..."

Repeat - For clarity/understanding

Respond - Use the Rule of 3

Visual Aids

REMEMBER!

Your visual aids or slide decks support your message, not the other way around.

Create:

Keep it **SIMPLE** - Only use the information you NEED, not EVERYTHING you have.

Use:

- Avoid leaving slides "on" - "B" for blackout
- Stand to the left - speaker to visual flow
- Use a clicker - Don't be glued to one spot

PRESENCE

Overcome the Fear



Russ Peterson Jr. walks you through several steps to help you control any fear or anxiety you may have before you speak in public.

Remove Distractions - 3 V's

Verbal and Vocal



Cynthia Oelkers explains how to use your words and voice to ensure your audience knows what you really mean with what you said.

Visual



Cynthia Oelkers demonstrates how to use your body language to be confident, approachable, and align your body to your message.

MESSAGE

Prepare



Purpose

Russ Peterson Jr. guides you through the importance and how to create a clear purpose and audience connection before you begin writing your message.



Audience

Develop



CABA



Body



MAS

Kevin Karschnik and Bill Kreiger explain how to craft a powerful message using our models to open, close, and structure the body using our models. They also give a few examples.

DELIVERY

Handle Questions



Bill Kreiger discusses the how to navigate a successfully handle questions as they come up during or at the end of your presentation.

Visual Aids



Kevin Karschnik shares some simple techniques for improving your presentation slides to be more attractive to your audience.