

## Top 10 Ways to Kill Your Presentation

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## Things to Remember:

- They WANT to be here!
- They WANT to learn!
- They WANT to like you!

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## So What Keeps it from Working?

- Location Distractions
- Equipment Distractions
- Speaker Distractions

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## Location Distractions

- Visit Location Before Talk
- ARRIVE EARLY
- Walk the Room – Check Angles
- Know where the restrooms, snacks, cokes, etc. are located

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## Equipment Distractions

- Know how it works (mouse, PP, projector)
- Cords, like snakes, can be deadly . . .
- Back-up Plan if A/V fails?
- BATTERIES!!
- Lighting
- Temperature (it's gonna be cold!)

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## SPEAKER DISTRACTIONS

- Best Kind: You Control Them
- Worst Kind: You Control Them

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## Attend

- Physically
  - Position
  - Movement
  - Barriers
- Intellectually
  - Eye Contact
- Emotionally
  - Enthusiasm



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## Observing

- SEE
- INFER
- ACT



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## Question

- |                  |                 |
|------------------|-----------------|
| ● Participate    | ● Open/Closed   |
| ● Feedback       | ● Undirected    |
| ● Group Learning | ● Pre-directed  |
|                  | ● Post-directed |

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## Listen

- Words
- Non-verbal
- Paraphrase
- Always Repeat Questions



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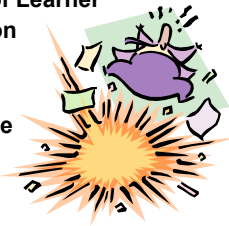
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## UH OH !

- Is Problem Hindering Learning?
  - Eliminate or Minimize Problem
  - Maintain Self Esteem of Learner
  - Avoid further Disruption
- Respond
  - Identify Strategy
  - Evaluate Against Above
  - Select and Implement



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## Top 10 Quick Deaths to a Talk

10. Disrespect the Group/Location/Audience

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## Top 10 Quick Deaths to a Talk

- 9. Body Position
  - Face Front or Side
  - Try to NEVER show “full-backal”

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## Top 10 Quick Deaths to a Talk

- 8. Off color War Stories, Jokes or Swearing -- KYA

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## Top 10 Quick Deaths to a Talk

- 7. Arguing with attendee
  - Or surprising one!

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## Top 10 Quick Deaths to a Talk

- 6. Failing to Repeat Questions

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## Top 10 Quick Deaths to a Talk

- 5. Fidget
  - Keys, Change, Pockets
  - Microphone
  - Pen/Pencil or Notes

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## Top 10 Quick Deaths to a Talk

- 4. TOO
- MUCH
- POWERPOINT!!



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**Top 10 Quick Deaths to a Talk**

- **3. Run Overtime!**

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**Top 10 Quick Deaths to a Talk**

- **2. Read the Powerpoint Slides,**

and coming in at #1 . . .

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**Top 10 Quick Deaths to a Talk**

- **Disrespect your Self or your Talk!**

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## **Basics**

- **Know your topic**
- **Know your audience**
- **Be confident and poised**
- **Enjoy it!**

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