



Presenting with Courage



Creating and Delivering Meaningful Presentations

Agenda

Section 1: Introduction

30 minutes

Break – 10 minutes

Section 2: Designing the Presentation

90 minutes

Break – 20 minutes

Section 3: Enhancing the Presentation

20 minutes

Break – 10 minutes

Section 4: Delivering the Presentation

60 minutes



What makes a presenter outstanding?

Partner Introductions

- 
- A photograph of two women in an office environment. The woman on the left has long brown hair and is wearing a dark blazer over a grey top. The woman on the right has dark hair, wears glasses, and a light blue button-down shirt. They are both looking down at a laptop screen. In the background, there are shelves with white binders and a whiteboard.
- You will be put into break-out rooms
 - Interview your partner to learn their
 - Name
 - Position
 - 2 Fun Facts
 - What is your topic for today's presentation?
 - Presenting Experience

Presentation Preview

| | |
|--|---|
| PRESENTATION DESIGN <ul style="list-style-type: none"><input type="checkbox"/> Gave an introduction that gained attention<input type="checkbox"/> Stated purpose<input type="checkbox"/> Used SET Formula<input type="checkbox"/> Closed presentation effectively | PRESENTATION CONTENT <ul style="list-style-type: none"><input type="checkbox"/> Used simple sentences<input type="checkbox"/> Presented information in logical order<input type="checkbox"/> Used appropriate vocabulary<input type="checkbox"/> Used examples or personal experiences (stories) |
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| I liked the following: | |



"You get good at presenting through practice"

DESIGNING

1. Pick a Topic
2. Determine the main points and key message
3. Sequence logically
4. Develop opening and closing



ENHANCING

1. Incorporate conventions
2. Consider using multimedia
3. Tailor to your audience

DELIVERING

1. Manage tone, body language, and eye contact
2. Control anxiety
3. Deliver message confidently through effective practice

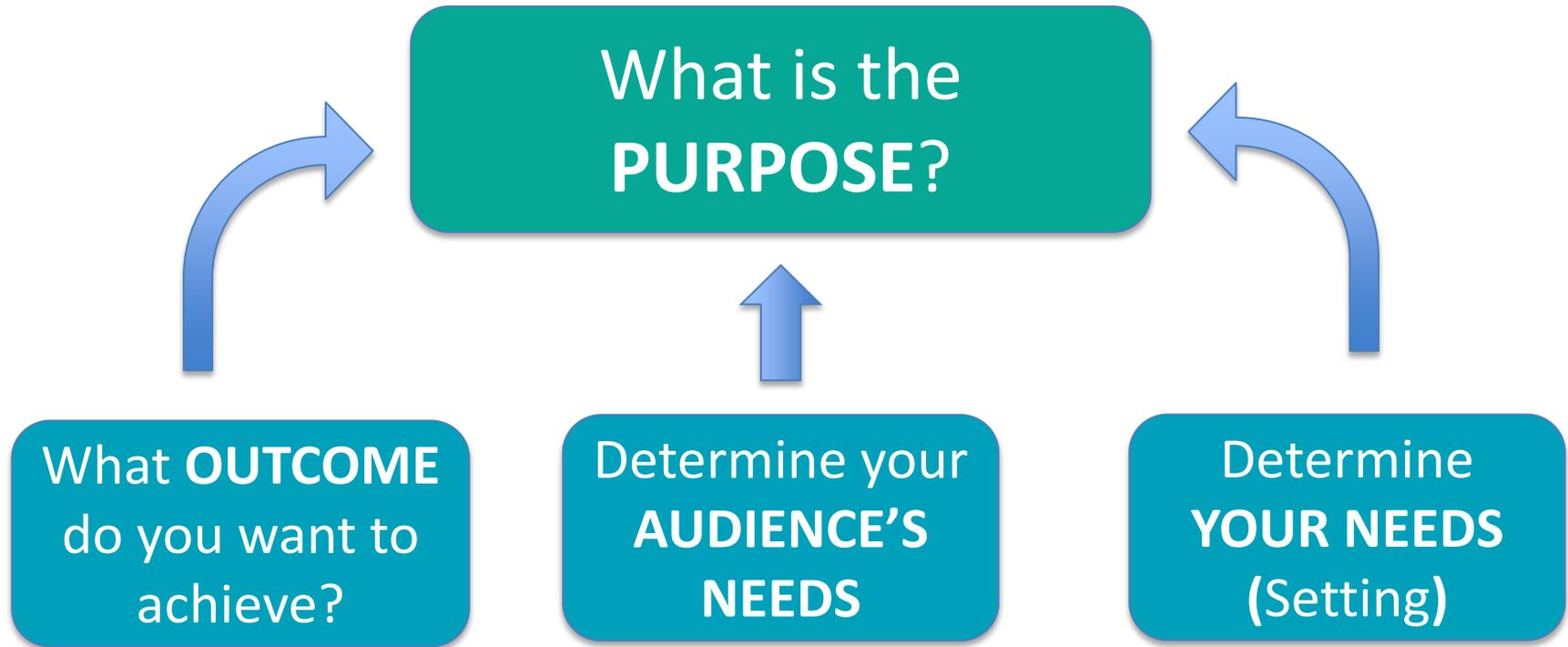
Planning the Presentation



“Designing a presentation without an audience in mind is like writing a love letter and addressing it: To Whom It May Concern.”

– Ken Haemer

Topic



"Designing a presentation without an audience in mind is like writing a love letter and addressing it: To Whom It May Concern."

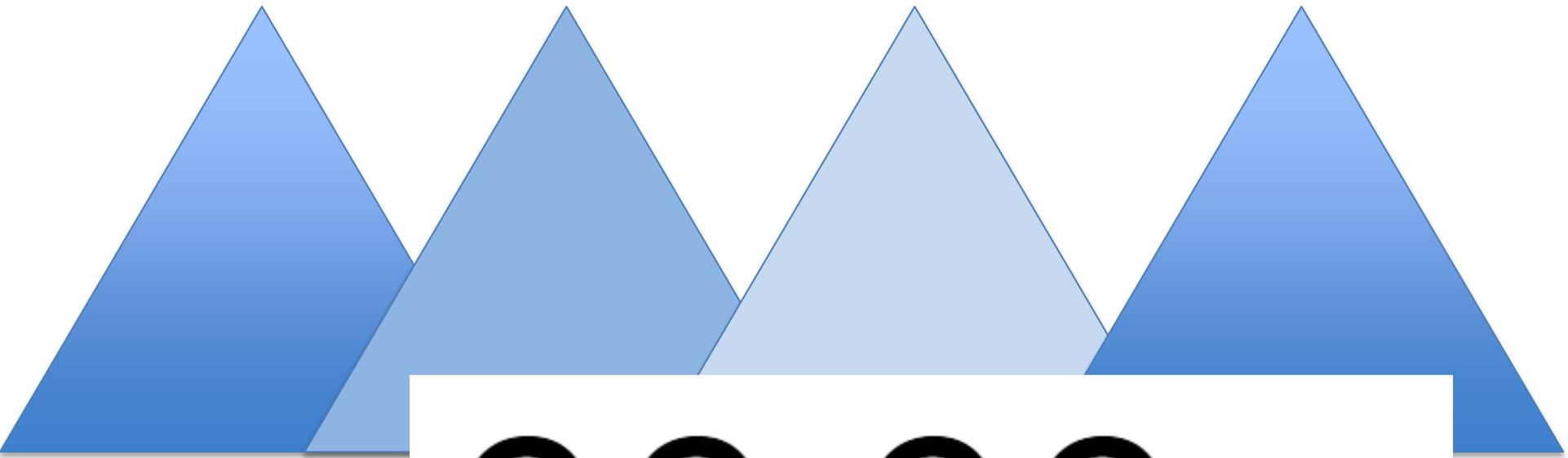
– Ken Haemer

Purpose

- If your presentation is successful, what will the **outcome** be?
- How will the attendees benefit?
- How will your presentation make that goal happen?



Break



00:00

mins: secs: type:



Breaktime for PowerPoint by Flow Simulation Ltd.

Show Settings

Topic

What is the **PURPOSE**?

(there needs to be one)

Purpose Statement

To persuade... that...

To inform... about...

RESEARCH

THINKING

INSPIRATION

CONTENT

Content
Outlining
Activity

- Brainstorm potential points
- Don't judge or limit your ideas
- Write each idea on a separate line



Organize

- Decide which ideas go together
- Combine to create groups
- Determine the theme or title of each group
 - use these to generate main points

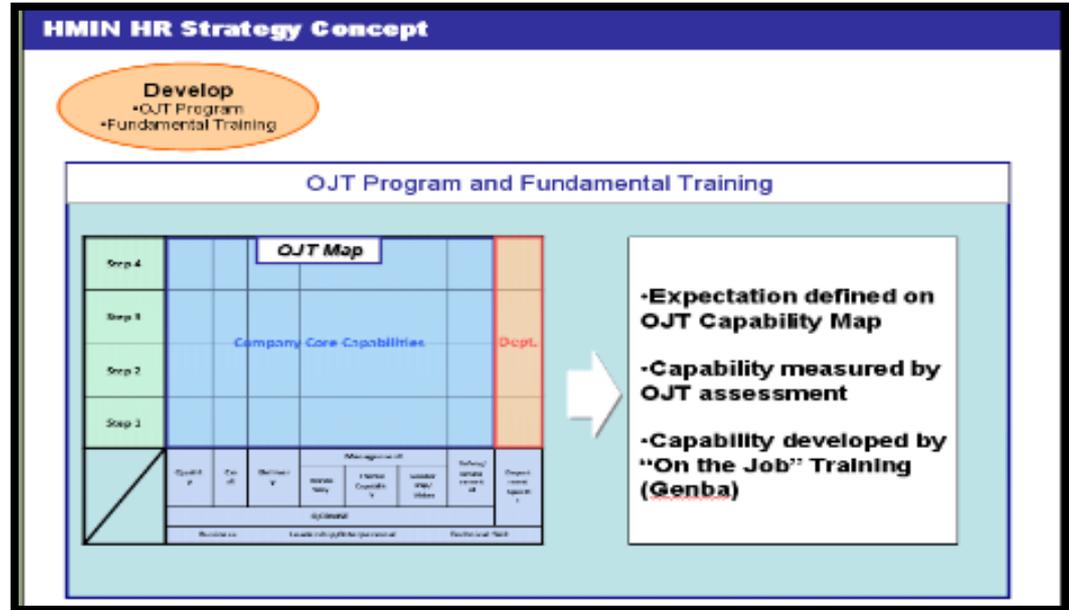


Telling the Story

Elements of a “Story”

- Introduction
- Inciting Incident
- Raising the Stakes
- The Main Event
- Resolution

Where possible, use pictures/graphs to tell the story



Quick Tips

- Have a hook – a question, a startling statement, an anecdote, or a video
- Lead with your strongest point
- Explain data through stories
- Use simple sentences

Telling the Story - *The Art of Persuasion and Gaining Buy-in*

Request for Approval – Process Change

Intro

“While I stand in front of you today, there are over 2,000 Randos sitting at dealerships across America awaiting expensive, time consuming, brand tarnishing warranty repairs due to a 2-inch part.”

Our department received dealer feedback that the front seat bolts in a number of our Randos were loose, which causes the seats to rock back and forth.

Inciting Incident

Naturally, this required some investigation. We went to the genba and checked the first logical part of the process, the torque gun that shoots all the bolts for seats. Upon checking the system, we discovered that all the torques were correct. What could it be? This seemed odd, but I remembered that we had a similar issue previously in Kansas where weld sealer was being applied too closely to our seat weld nuts. When we shot our bolts, the weld sealer would compress and move, the surrounding metal would continue to compress, and then our seat bolt would become loose. I wondered if this was the same problem.

Telling the Story - *The Art of Persuasion and Gaining Buy-in*

Raising the Stakes

How did this get through New Model? Figured they would have caught this issue. I was perplexed.

Main Event

I followed the path of my previous experience, and went back to Weld to investigate. I watched the robots, and sure enough the sealer robot was putting the sealer right by the nut, just like before.

Resolution

“So today, I ask that we remedy the issue by changing the weld sealer process around the seat bolts to save both us and our customers time and money.”

Telling the Story - *The Art of Persuasion and Gaining Buy-in*

Raising the Stakes

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Main Event

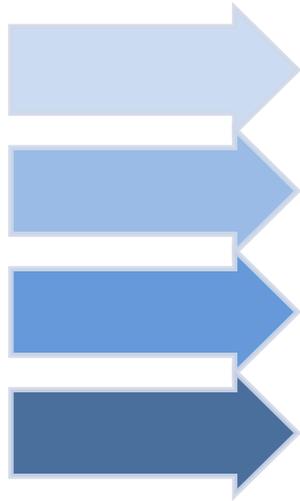
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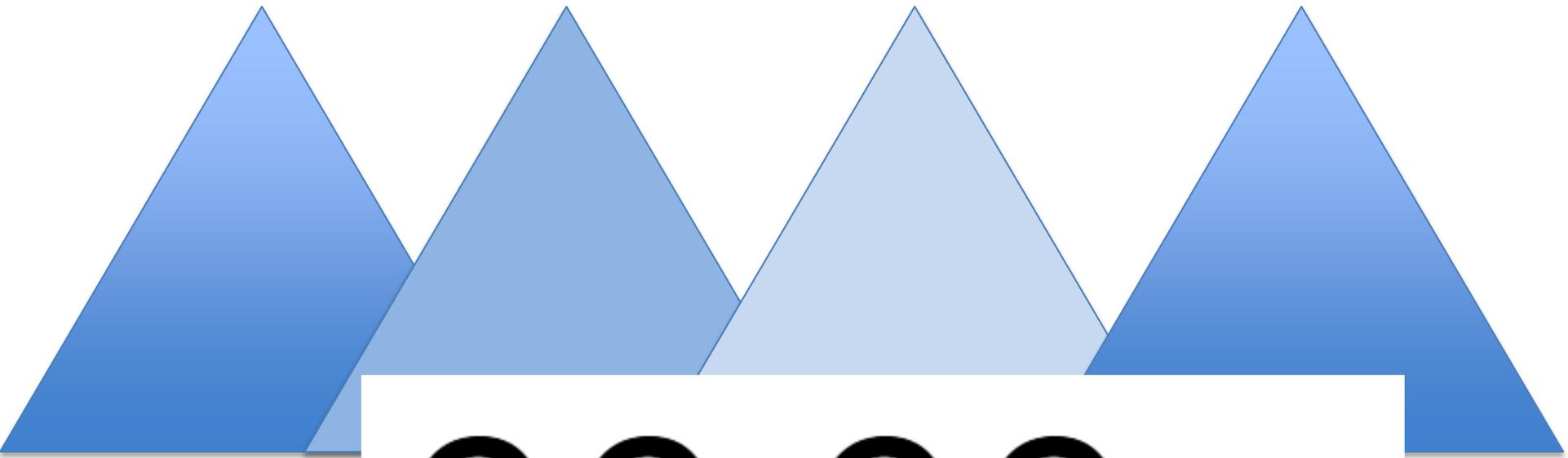
What are some examples of resources this associate could use to help him tell the story and get approval?

Our Progress So Far

- 
- **Purpose**
 - **Main points**
 - **Opening**
 - **Closing**

*Take a few minutes to fill out these pages

Break



00:00

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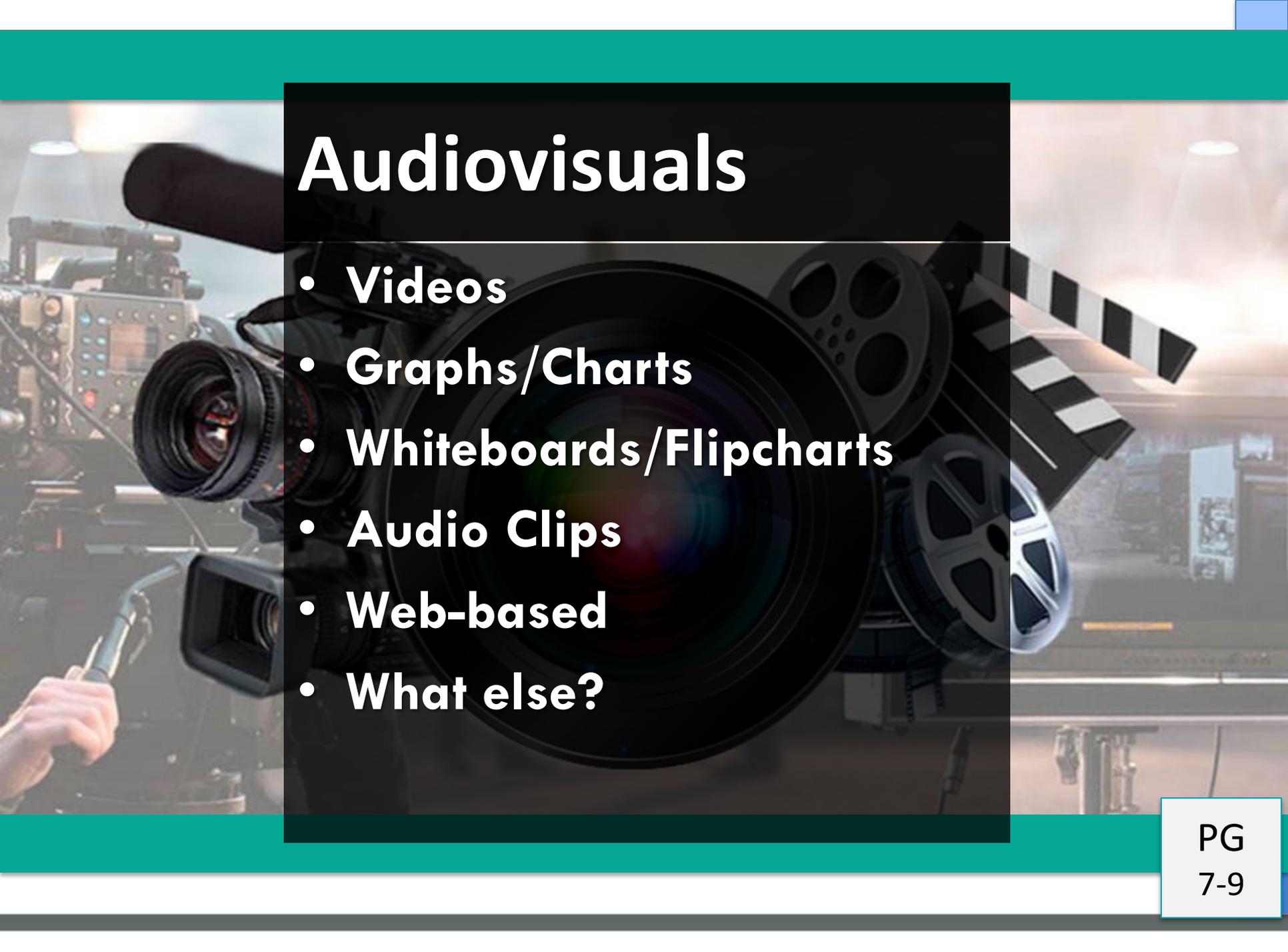
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ENHANCING

1. Consider using multimedia
2. Using animation and choosing appropriate fonts

DELIVERING

1. Manage tone, body language, and eye contact
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Audiovisuals

- **Videos**
- **Graphs/Charts**
- **Whiteboards/Flipcharts**
- **Audio Clips**
- **Web-based**
- **What else?**

Tips & Tricks

- **ANIMATION**

- **Less is More:** Use sparingly for emphasis
- **Respect Attention:** Avoid distracting transitions

- **FONT**

- **Accessibility First:** Use high-contrast, readable fonts.
- **Limit Variety:** Use a maximum of TWO standard font families per deck
- **Size Matters:** Use different size fonts for main points and secondary points

- Legible size

Tips & Tricks

- **ANIMATION**
 - Use sparingly
- **FONT**
 - Use standard fonts
 - Use different size fonts for main points and secondary points
 - Legible size

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**3 BODY
LANGUAGE
TIPS FOR**

PRESENTATIONS

Story \times Voice = Impact

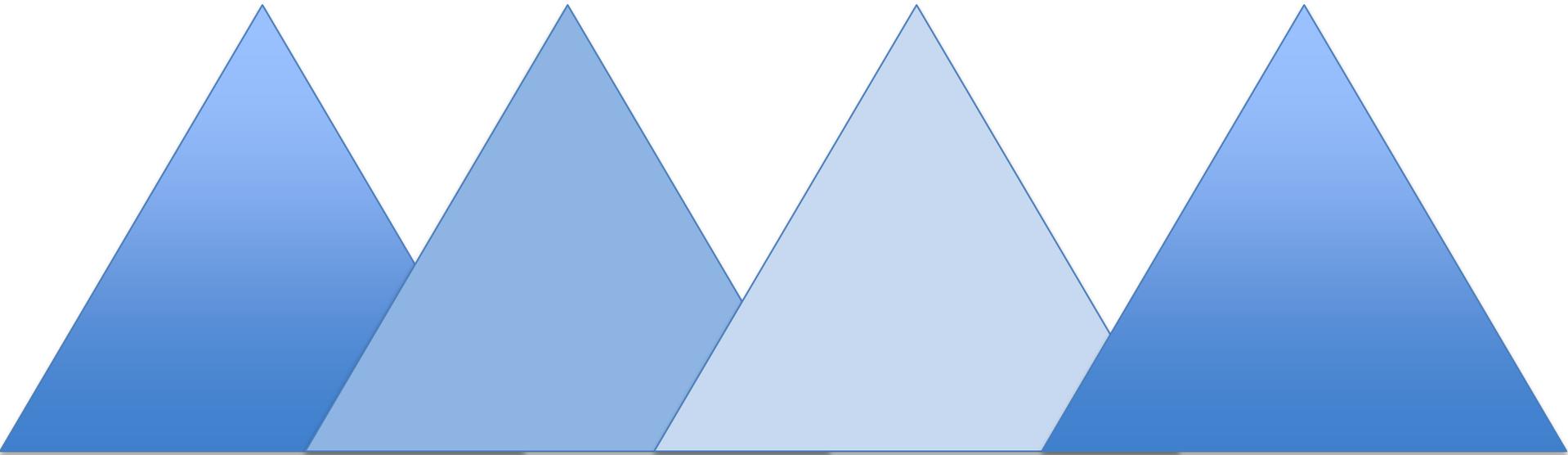
Tone

- How to say it
- Rate
- Volume
- Tone variations
- Breathing





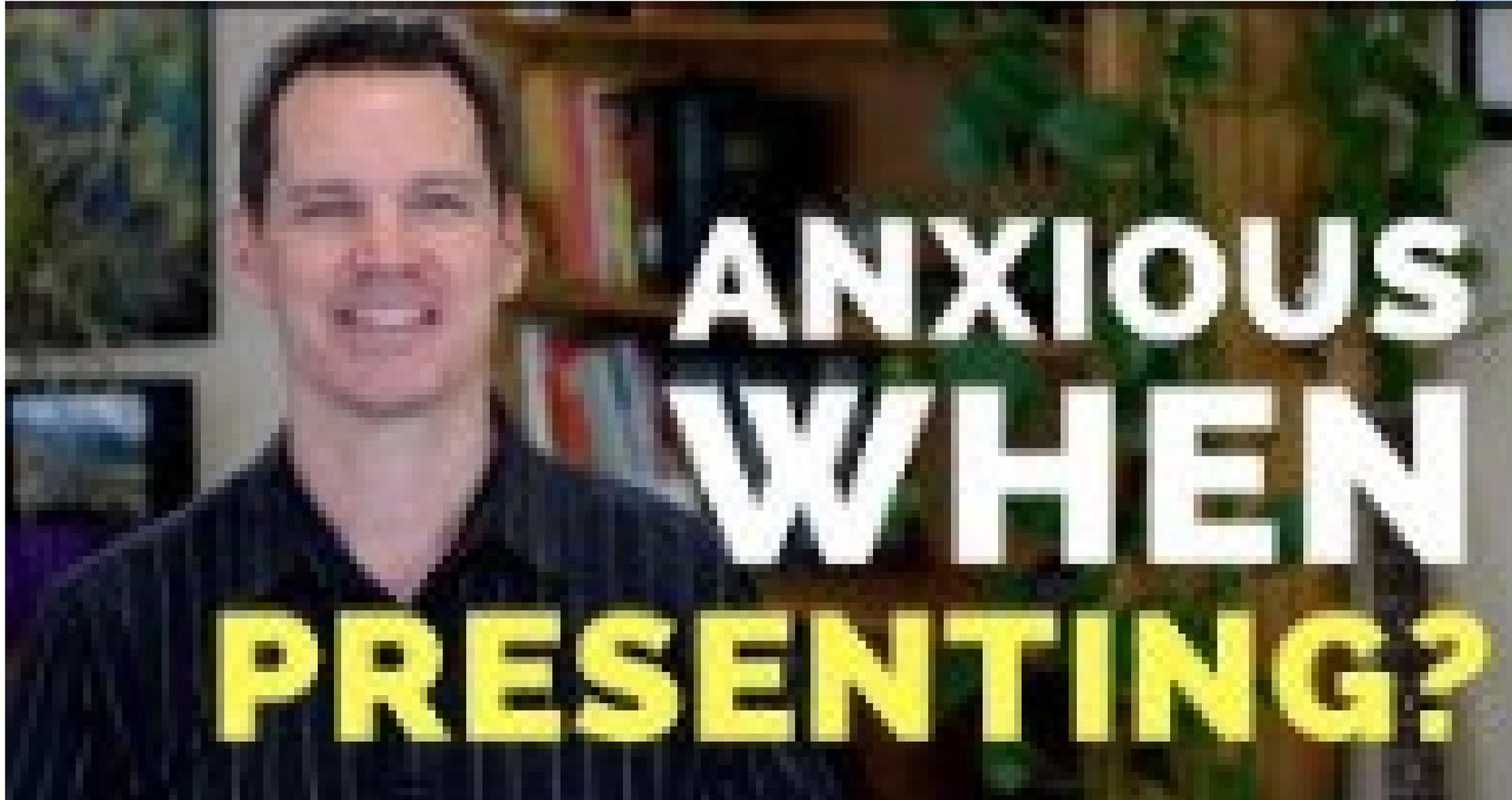
Break



Overcoming Anxiety

- Practice
- Breathe
- Meet the audience
- Stretch
- Move around
- Focus on the topic
- Find your friendlies
- Visualize
- *What else?*





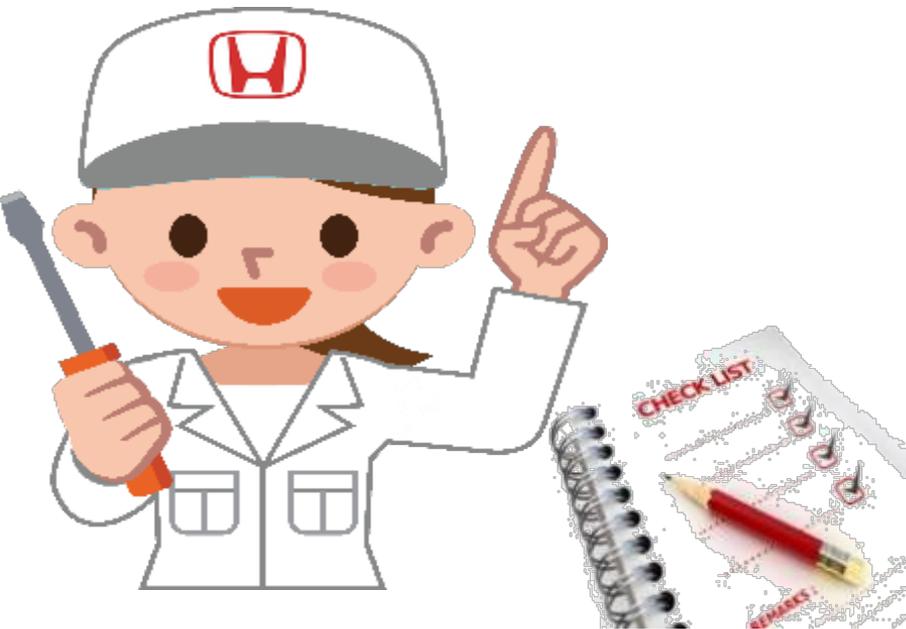
**ANXIOUS
WHEN**

PRESENTING?

Presentation Delivery Preparation



“It usually takes me more than three weeks to prepare a good impromptu speech.” – Mark Twain



How to Practice - *Often*

Content

- Know the content backward and forward
- Do not read off the slides
- Determine your key points for each slide
- Practice echoing your overall message
- Space it out, don't cram
- Run through the presentation multiple times
- Time yourself
- Practice in sections (Beginning, Middle, End)
- Opening and closing

Body Language/Delivery

- Stand tall
- Practice good vocal tone (variety, enthusiasm)
- Know what to do with your hands
- Plan points of emphasis
- Plan where to stand
- Remove filler words (i.e. um)
- Practice good pace
- Enlist a friend
- Watch an expert

Technical

- Ensure media works, have back up
- Ensure links work
- Practice with clicker
- Practice at venue if possible

“If you can't write your message in a sentence, you can't say it in an hour.”

– Dianna Booher

Presentations

- In break-out group
- Share your screen
- 7 mins each to present
 - Intro: 1 min
 - Main Topic #1:
5 mins
 - Close: 1 min
- Give/receive feedback
 - 1 thing done well
 - 1 improvement