



Presentation Skills

Planning, Writing, & Delivering
Presentations

Course Manual



STATECIVILSERVICE
COMPREHENSIVE PUBLIC TRAINING PROGRAM

Revised 08/24/2018

PRESENTATION SKILLS

COURSE DESCRIPTION

This training allows participants to improve presentation skills with steps to plan, create, and deliver high impact programs that fulfill their goals while keeping attendees engaged.

LEARNING OBJECTIVES

- Design presentations that inform, persuade, and engage an audience.
- Use presentational tools and techniques to improve audience understanding and retention of information.

INSIGHTS AND OBSERVATIONS

Use the area below to record insights, ideas, and discoveries from today's session. Each time you have an opportunity to speak during the workshop, make notes of what you do well, what you'd like to work on, and how you felt after your discussion or presentation.

THE PRESENTATION

The first section of the Presentation Worksheet is designed to collect information about the requested topic, event, timing, and location for the presentation.

THE AUDIENCE

The second section includes information about members of the audience and what they should do, feel, or understand as a result of the presentation. If we skip past this step, we have created a one-sided presentation that may meet our needs, but not the needs of our audience.

THE CONTENT

The third section walks us through the writing of the presentation. In this section, we'll consider the opening, main points and supporting evidence, transitions, closing, and even plan for potential questions.

PRESENTATION SKILLS

SET FORMULA

The SET Formula is the building block of every effective presentation.

Instructions: Use this column to make notes and brainstorm on the steps of S-E-T. Answer the questions and follow the instructions in each section.	Instructions: Use this column to prepare the final wording of your S-E-T answer.
<p>If you are using the SET Formula to answer a question:</p> <ul style="list-style-type: none">• What is the basic answer to the question? <p>If you are using the SET Formula to begin a point in a presentation:</p> <ul style="list-style-type: none">• What is the bottom line of the point you are going to make?	SHORT ANSWER:
What are the three points or pieces of evidence that support the basic answer?	THREE POINTS MAXIMUM:
<p>Summarize how the evidence supports your answer and follow up with a statement or question to move the conversation back to the other person.</p> <p>If the SET Formula is part of a larger presentation, follow the summary with a transition to the next topic.</p>	TRANSITION:

PRESENTATION SKILLS

PRESENTATION WORKSHEET

The Presentation Worksheet is your tool to create well-crafted and appropriate communications for any group that you address. During this workshop, we'll walk you through this tool and you'll find a complete copy at the back of the manual that you can reproduce to create future presentations .

PRESENTATION WORKSHEET

THE PRESENTATION

The Topic of this presentation is

Examples: Presentation Skills, Time Management, Creating a Résumé, A Process You Teach Often, Communication Skills, or a speech you have to give in the near future)

The Date for the presentation is _____, beginning at _____ am/pm and ending at _____ am/pm.

The event that this presentation will be a part of is _____

The theme or purpose of the event is _____

The Location of the presentation is _____, in _____ Room.

The audience will be seated in theatre style seating / classroom seating / conference table/ banquet seating / other _____.

The dress code is _____ Equipment available is _____

Travel, parking, lodging, and other notes _____

PRESENTATION SKILLS

PRESENTATION WORKSHEET

PRESENTATION WORKSHEET

THE AUDIENCE

Audience Notes

Desired Outcome: At the end of this presentation, what should attendees understand, do, or feel?

THE CONTENT

Main Points

1.

2.

3.

PRESENTATION SKILLS

PRESENTATION WORKSHEET

PRESENTATION WORKSHEET

Opening

Point One

S

E

T

Point Two

S

E

T

Point Three

S

E

T

PRESENTATION SKILLS

PRESENTATION WORKSHEET

PRESENTATION WORKSHEET

Summary

First Closing

Question-and-Answer Period

Second Closing

PRESENTATION SKILLS

ENHANCING THE PRESENTATION WITH VISUAL AIDS



Group Activity

What are the pros and cons of each type of visual aid? When should we use these? Add your group's ideas to the lists and then be prepared to debate the others to prove that your visual aid tool is the best.

Audiovisuals	Pros: <ul style="list-style-type: none">• Easy to update	Cons: <ul style="list-style-type: none">• Can be distracting
Flip Charts	Pros: <ul style="list-style-type: none">• Quick /always accessible	Cons: <ul style="list-style-type: none">• Must write legibly & quickly
Handouts	Pros: <ul style="list-style-type: none">• Appropriate for any size group	Cons: <ul style="list-style-type: none">• Can be a distraction
Discussions	Pros: <ul style="list-style-type: none">• Gets entire audience involved	Cons: <ul style="list-style-type: none">• Learners might not be comfortable sharing
Interactions	Pros: <ul style="list-style-type: none">• Hands on practice	Cons: <ul style="list-style-type: none">• Conflict could arise

PRESENTATION SKILLS

POWERPOINT BASICS



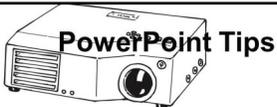
Group Activity

What's wrong with these slides?

Powerpoint:

PowerPoint Tips

Powerpoint is a very useful program but, if used improperly, it can actually distract and detract from you're presentation. You can avoid this by following these tips that we are presenting to you today.



- *Use color and designs to add interest*
- **USE CONSISTENT BACKGROUNDS AND COLORS**
- *Don't overdo special effects*
- *Practice with your animations*
- Can you read this?

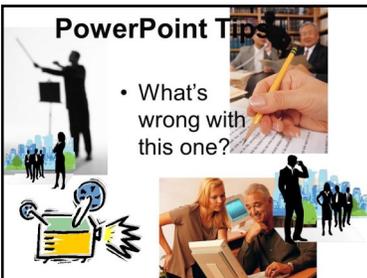
PowerPoint Tips

- Anything wrong with this slide?
- Do you see any difficulties with this format or content?
- Is there anything good about it



PowerPoint Tip

- What's wrong with this one?



PRESENTATION SKILLS

DELIVERING THE PRESENTATION

NOTES



BODY LANGUAGE / TONE



NERVES



PRACTICE



QUESTIONS / CHALLENGES



Challenges: Side conversations * Off-topic interruptions * Angry Person * Cell phones * Falling asleep *
Inappropriate comments * Too many comments * Too many questions * Getting off the subject

PRESENTATION SKILLS

EVALUATION AND CONTINUED DEVELOPMENT

NAME OF PRESENTER _____

NAME OF EVALUATOR _____

INSTRUCTIONS: As the presenter performs each of the following actions, place a checkmark in the corresponding box. Make additional notes about areas in which the presenter excels and describe any ideas for areas of development.

PRESENTATION DESIGN

- Gave an introduction that gained attention
- Stated purpose
- Used SET Formula
- Closed presentation effectively

NOTES

PRESENTATION CONTENT

- Used simple sentences
- Presented information in logical order
- Used appropriate vocabulary
- Used examples or personal experiences

NOTES

PRESENTER'S CONNECTION WITH AUDIENCE

- Maintained good eye contact
- Addressed audience needs
- Gave verbal reinforcement
- Involved the audience
- Looked for nonverbal clues

NOTES

PRESENTER'S DELIVERY

- Used a good speed of delivery
- Varied the vocal tone
- Spoke clearly at appropriate volume
- Exhibited enthusiasm
- Used notes effectively
- Avoided filler words (uh, um, okay)

NOTES

PRESENTER'S BODY LANGUAGE

- Maintained a relaxed posture
- Used gestures effectively
- Used appropriate facial expressions

NOTES

PRESENTER'S USE OF AUDIOVISUALS

- Used visuals that enhanced the presentation
- Talked to audience, not to the equipment
- Used attractive, easy to read visuals

NOTES

I liked:

I'd suggest:

PRESENTATION SKILLS

PRESENTATION CHECKLIST

Working backwards from your presentation date can help you create a timeline that ensures you are ready when the day of your presentation arrives. Be sure to build in some buffer time for emergencies and other demands on your time.

ACTION	DEADLINE
Survey the contact person for expectations.	
Learn about the audience, event, and site.	
Identify the purpose, and write it as a single statement.	
Prioritize the main ideas.	
Research and compile data.	
Draft the presentation.	
Develop the introduction.	
Develop first and second closings.	
Complete a draft of the visual aids.	
Complete the final script of the presentation.	
Complete the final version of the visual aids.	
Create notes for the presentation.	
Practice the presentation.	
Practice with the visual aids.	
Time the presentation.	
Practice for potential questions.	
Rehearse with an audience.	
Confirm details with the contact person.	
Deliver the presentation.	
Evaluate the presentation.	
Create a plan for development!	

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