Communicate to Connect™: Public Speaking and Presenting

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PAVRO
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Agenda

- Introductions
- TAPF
- Preparation
- Delivery
- Expecting the Unexpected
- Action items
- Review and Reflect

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Introductions

- Your name
- One thing you would like to get from this experience
- Answer an unexpected question

Notice how others respond

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Characteristics of a great presenter

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Where do your thoughts start?

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The Core Process

Preparation

Delivery

Expecting the Unexpected

TAPF

Action items

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TAPF

- Topic
- Audience
- Purpose
- Form

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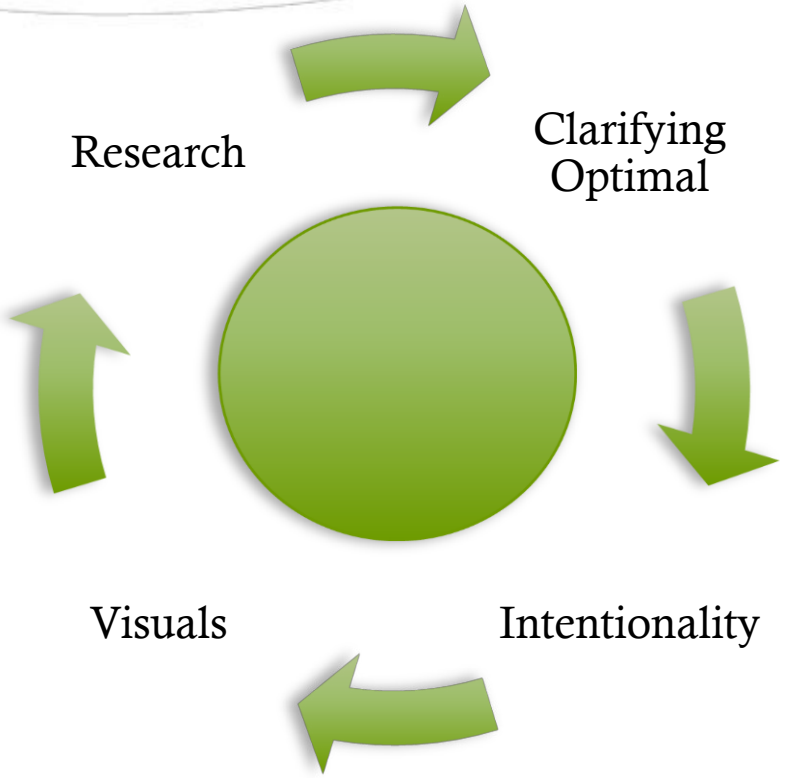
The Preparation Wheel



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Research and Clarifying Optimal

- What do I think I know, and what don't I know?
- What can I ask to clarify and confirm?
- If I were brave, what would I design as optimal?

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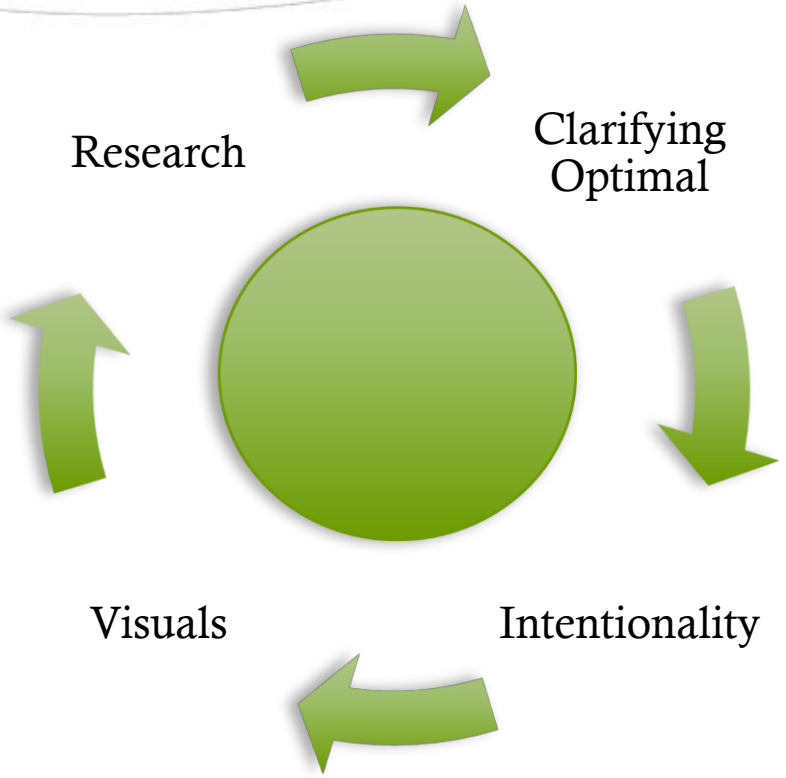
The Preparation Wheel



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Visual Aid or Supplementary Material?

Power Point	Images	Printed Power Point
Meeting Agenda	Spreadsheets	One-page report
Multi-page report	Manual	Video

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Projected Slides

- Short and simple text
- Text on slides should highlight speaking points
- Do not read slides as a script
- Avoid visual overwhelm
- Readable font and clear images
- Less is more

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Always…

Edit, Proof, and Polish

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Editing

- Spelling
- Sentence structure
- Punctuation and capitalization
- Grammar
- Typos

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Proof and Publish

The 3, 2, 1 Rule

- Check at least 3 times
- Have at least 2 sets of eyes check it
- Send out 1 beautiful, clean, and accurate final draft

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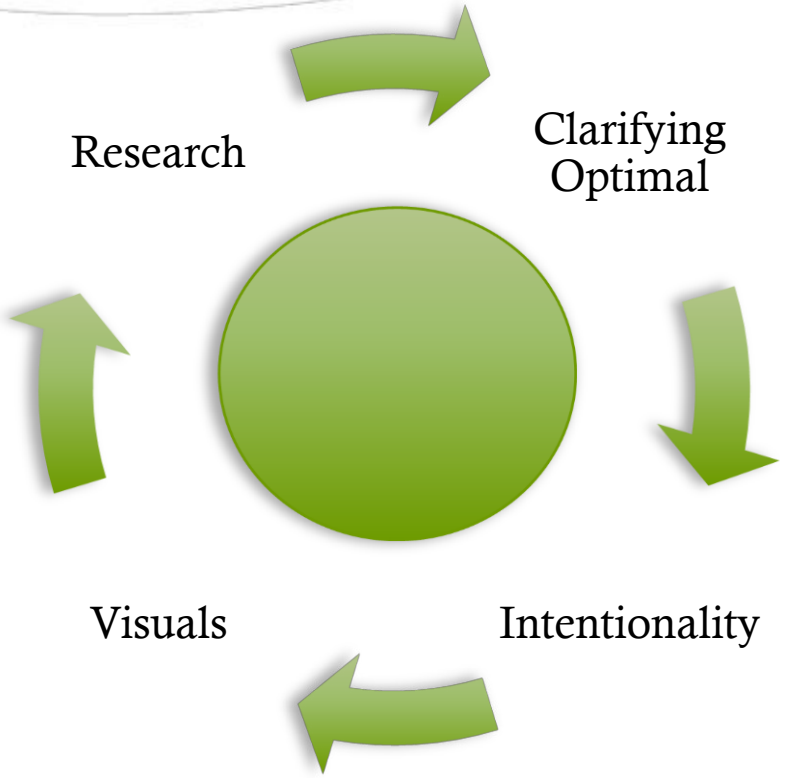
The Preparation Wheel



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Intentionality

- Setting your intention
- Visualization = way of being

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Delivery

Communication = Connection

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Individual Inventory

- Body Language
- Point of Focus
- Equanimity
- Communication Style

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Presentation Skill Inventory

Determine whether you perceive each item as a strength (S) or as an opportunity for improvement (O). If you are not sure, write NS.

Body Language

I know what my "tics and tells" are and have strategies in place to regulate them. _____

My posture and stance convey both confidence and openness. _____

I maintain effective eye contact when both speaking and listening and regulate my "think-looking" tendencies. _____

I feel comfortable and empowered in my choice of clothing and shoes. _____

Point of Focus

When others are speaking, I am able to listen without interrupting. _____

I trust that I will know what to say after a person finishes speaking and do not feel that I need to plan my response while they are still speaking. _____

I set the intention for my way of being before I enter into a meeting or conversation. _____

I am able to hear anything a person wants to tell me. _____

Equanimity

I stay cool, calm, and collected even when I hear surprising or concerning information. _____

I am able to express compassion, empathy, and humor while maintaining my professionalism. _____

In high-stakes conversations, I am someone people can count on for clear thinking and intentional responses. _____

Communication Style

I am aware of my communication partners' needs and preferences and adjust my own style and approach to complement theirs. _____

The feedback I receive from others affirms that my communication style strengthens our connections. _____

I feel confident in creating authentic conversations in meetings and presentations regardless of how many people are present. _____

I bring an openness and curiosity into conversations that allow others to see my confidence as inner strength rather than arrogance. _____

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Convince Me

Groups of Three

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Expecting the Unexpected

- Use 180 degree technique
- Review, rehearse, and record in multiple formats
- Visualize
- Meditate
- Try an improvisation class

Return to Your Intention

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Action Items

Before ending a meeting, review actions items with clarity:

Who
What
When

Before your meeting, schedule in a block of time for your action items.
Build trust and credibility: complete your items on time!

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Questions?

- Highlights from today
- Your action plan
- Feedback forms

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Contact and Resources

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