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# Presentation Skills

ST Competency Series

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This presentation is for informational purposes only and does not constitute clinical or legal advice. Follow up with a BCaBA/BCBA/BCBA-D is recommended to develop a specific plan for your child or student.



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# Objectives

### Main Objectives

1. Provide presentation tips and guidelines to become a more engaging presenter
2. Discuss strategies to practice and prepare for a presentation
3. Learn how to connect with your audience effectively

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# Know Your Audience

- Determine what information is most useful for your audience
- Consider who the message is intended for
- Knowing your audience will help you determine your choice of words or level of information to provide



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## See How the Experts Do It

- Learn from other speakers
- Take some time to either attend a presentation in person or watch videos of other speakers online

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## Practice and Prepare

- Try to give your presentation using an outline to develop a more natural flow of speaking
- **Reading from a script or slide fractures the interpersonal connection**
- Maintain eye contact with your audience as much as you can to keep the focus on yourself and your message

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## Practice and Prepare

**Nervousness is completely normal.**

- Best way to overcome presentation anxiety is to prepare - take the time to go over your notes several times
- Videotape yourself or get a friend to watch and critique your performance

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## Watch Yourself in the Mirror

- You can record yourself and watch the footage afterward
- Take note of your posture, eye contact, and overall demeanor



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## Use Your Presentation as an Opportunity

- Rather than feeling apprehensive about your presentation, reframe it as an exciting opportunity
- Try to figure out ways to feel excited about presenting to an audience, your colleagues or your clients

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## Give Yourself Time to Prepare

- Try to arrive to your meeting room 15 minutes early
- Having time to prepare for your presentation can help you feel calmer and more confident



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## Use a Visual Aid

- Consider speaking alongside a slideshow
- **Most of the information you share should come from you**

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## PowerPoint Slides

- **Wording:** Do not have full sentences on your slides
- **Images:** Use good-quality and royalty-free images that reinforce and complement your message
- **Size:** Make the most important thing on the slide the biggest



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## PowerPoint Slides

- **Contrast:** Use contrasting colours for your text and background
- **Bullet Points:** Aim for no more than 6 points per slide
- Check for spelling and grammar



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## Practice Positive Thinking

- Before your presentation, give yourself a pep talk
- **Remind yourself that you put in the time and effort to make a quality presentation and that you are going to do great!**
- Each time you present something, you are building your presentation skills

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## Stay on Topic

- Try to make your presentation as narrow as you can, only covering information that is relevant to your audience
- You can always consider doing a **follow-up presentation** or provide **additional resources**

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## Organize Your Material Effectively

Your presentation needs a beginning, middle, and end.

Start your presentation with what you plan to discuss



End your presentation with a summary and time to ask questions

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## Organize Your Material Effectively

Create the framework for your speech:

- 1 Topic
- 2 General Purpose
- 3 Specific Purpose
- 4 Central Idea
- 5 Main Points/Arguments

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## Connect with Your Audience

- Chat with your audience as people are getting settled
- Can help you feel more comfortable and have less presentation anxiety
- Use ASRs to your advantage



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## Relax Your Mind and Body

- Find a quiet, private room to do some mental and physical preparation for your presentation
- Prepare with deep breathing, stretches, and power stances



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## Use Your Voice and Hands

- Be aware of your **non-verbal cues**
- Non-verbal communication carries most of the message - great delivery conveys the speaker's ideas clearly
- Focus on confident body language - smiling, hand gestures, eye contact, and a power stance - all exude confidence

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## Embrace Pauses

- **If you lose your focus, pause for a moment to recollect your thoughts**
- If you are filming a video and you make an error or would like to redo any part of your presentation, pause before restarting your thought

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## Be Open to Questions

- Consider taking moments in your presentation to address anyone's questions from the audience
- Find ways to incorporate audience engagement and participation



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## Know Your Time Limit

- Work within a time limit
- If your time slot is only an hour, organize your presentation for 30 to 45 minutes, leaving time for discussion or questions

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## Learn to Slow Down

- When practicing your presentation, make an effort to slow down
- **You want everyone to clearly hear your ideas and have time to process them**
- Time yourself to see how fast you are speaking within the allotted time that you have

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## Eat and Stay Hydrated

- It is not ideal to present on an empty stomach
- Bring a bottle water to your presentation - a perfect way to take a natural pause

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## Be a Storyteller

- **Be passionate and engaging**
- If it makes sense in your presentation, incorporate some personal anecdotes
- The more excited and animated you are, the more excited and engaging your audience will be



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## Incorporate Humor

- Incorporating humour can lighten the mood and keep people interested in what you have to say
- **Anecdotes are best for making your presentation more humorous** - audiences will prefer a personal touch in a speech

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## Dress the Part

- When presenting in front of your team, your clients or an audience, you want to dress comfortably, yet professionally
- Incorporate colours in your outfit but **try to stay away from busy or distracting patterns**

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## Activity Time

Pause the video and think about what type of outfit you would wear for the following occasions:

- a. Presenting at a conference
- b. Presenting at a team meeting
- c. Filming a course



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## Activity Time

Example #1



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## Activity Time

Example #2



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## Speak Loud and Clear

- **Speak loud enough for everyone in the room to hear you**
- Make an effort to enunciate your words so that everyone can clearly understand what you are saying
- You can practice enunciation by recording your voice

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## Figure Out the Technicalities

- Meet with the IT Department to discuss any technology or equipment you might need for your presentation
- Practice setting up your slideshow, video and audio on your own time

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## Show Authenticity

- Let your personality come through in your presentation whether that be through:
  - Telling jokes
  - Sharing stories
  - Laughing at comments
  - Smiling at others
- **Your audience will trust what you have to say if they see you as a real, genuine person**

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## Ask for Feedback

- **Gauge the audience's reactions and adjust your message if you need to**
- After you are done presenting, ask your supervisor who was present for constructive feedback
- Apply your feedback to your next presentation
- Give attendees a feedback survey

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## Summarize Your Thoughts

- Make sure you include a recap of all of your **main points** at the end of your presentation
- Provide contact information so your audience knows where to contact you if they have any questions or inquiries about the services we offer

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## In Summary

- Research background information for your topic
- Write an organized presentation centered around a core subject
- Prepare engaging visuals such as slides, videos and graphics
- **Connect with your audience through effective storytelling**
- Use body language to show you are a confident speaker
- Interact with audience members throughout your presentation
- **Deliver your presentation in a natural, authentic way**
- Memorize key talking points without the need for a line-by-line script

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## Stay Connected

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