

Delivering Effective Presentations

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Objectives

- Managing Anxiety and Fear of Public Speaking
- Organizing Presentation Material
- Creating a Quality Presentation
- Keeping Audience Interest
- High Level Tips

Managing Anxiety and Fear

- ⦿ Glossophobia refers to a strong fear of public speaking. It is a specific type of phobia, an anxiety disorder characterized by a persistent and excessive fear of an object or situation.
- ⦿ Symptoms can range from physical (sweating, trembling, rapid heartbeat) to emotional (fear of judgment, panic attacks).

Causes

- ⦿ **Fear of negative evaluation**
- ⦿ **Social anxiety disorder**
- ⦿ **Prior Negative Experiences**
- ⦿ **Genetics and Environment**

Overcoming the Fear

◎ **Cognitive- Behavioral Therapy (CBT)**

- ◎ Challenge Negative Thoughts
- ◎ Develop Coping Mechanisms

⦿ **Exposure Therapy**

- ⦿ Gradually Confronting the Feared Situation
- ⦿ Controlled Environment
- ⦿ Desensitizes Fear

◎ **Relaxation Techniques**

◎ Breathing & Grounding Exercises

- ◎ 4 Count Inhale/ Exhale
- ◎ Feel Your Feet on the Floor
- ◎ Scan the Crowd for “Friendly Faces”

◎ Preparation

- ◎ Thorough Preparation

- ◎ Rehearse

- ◎ Time Yourself





◎ **Mindset Shifts**

- ◎ Shift Focus From You to the Message
- ◎ Remember Why You Are speaking

Dr. Pete's Solutions

- ◎ **Start small**

- ◎ Small Audience/ Short Duration

- ◎ Technical Training

- ◎ On The Road Trainings

- ◎ Commissioners Court Presentation

- ◎ Non-controversial

Dr. Pete's Solutions

- **Co-present**

- Share the burden

- **Prepare Thoroughly**

- Know your information better than anyone else

Know Your Audience

- ⦿ Who is your audience?
- ⦿ What is their baseline knowledge of your topic?
- ⦿ What do they want to learn?
- ⦿ Does your audience have a preexisting bias?
- ⦿ What motivates your audience
- ⦿ Why is your audience attending your talk?
- ⦿ What will help your audience understand your message?

Organizing the Information

- ⦿ Create an outline
 - Use a logical order (step by step)
 - Provide a roadmap through the presentation
 - Creates order - Helpful to the audience

Creating a Quality Presentation

◉ Choose Platform

- ◉ PowerPoint
- ◉ Canva
- ◉ Prezi



Using Text, Charts, Images

- ⦿ **Create visual interest**
- ⦿ **Demonstrate processes or procedures**
- ⦿ **Use larger text size**
- ⦿ **Use clear images**
- ⦿ **Use bullet points, not sentences**

Keeping Audience Interest

- ⦿ Do an audience check in
 - ⦿ Are they following the message
 - ⦿ Ask a question or two
 - ⦿ Tell a quick anecdote
 - ⦿ Ask if anyone has anything to add

Delivery

- ⦿ **Eye Contact**
- ⦿ **Body Language**
- ⦿ **Energy and Presence**

Eye Contact

- ◎ Connect with individuals across the room
- ◎ Don't look at the ceiling or the floor
- ◎ Reinforces sincerity and confidence

Don't make
it weird!

Body Language

- ⦿ Stand with feet shoulder width apart
- ⦿ Relax your shoulders and open your chest
- ⦿ Use open bodied gestures
- ⦿ Move purposefully

Energy and Presence

- ⊙ Bring authentic energy
- ⊙ Show passion for your topic
- ⊙ Smile naturally when appropriate
- ⊙ Avoid monotone delivery
- ⊙ Be present with your audience

High Level Tips

- ⦿ **Know your subject and know it well**
- ⦿ **Consider your audience**
- ⦿ **Look and act excited to be here**
- ⦿ **Engage with the audience**

High Level Tips

- ◎ **Start strong**

- ◎ Develop an impactful opening
- ◎ Describe why the topic is important

- ◎ **Don't Get Lost in the Details**

- ◎ Focus on the Main Ideas or Themes
- ◎ Use Personal Examples

High Level Tips

- ◎ **Know how to operate the A/V Equipment**
 - ◎ Arrive Early
 - ◎ Get Comfortable
 - ◎ What Type of Microphone do I want?

High Level Tips

● End Strong

- Tell a Short Story
- Call to Action

Dealing with Questions

- **Wait until the end to take questions**

- Keeps Focus
- Most Questions Are Answered Later in the Presentation

- **Be socially aware**

- Situational Questions
- Statements vs. Questions

Dealing with Questions

- **It's Okay To Not Know the Answer**

Questions?