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



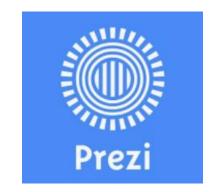
Creating a Quality Presentation

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



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



- 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



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



- 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?

