Preparing and Delivering Effective Presentations
Steps for Effective Presentations

- Know Your Audience
- Prepare the Presentation
- Deliver the Presentation
Know Your Audience

- Learning Style
- Audience Experience
- Audience Limitations
Adult Learning Styles

“Learning style” refers to the way each person:

- Concentrates on
- Processes, and
- Remembers new information
Auditory Learners

- Learn by hearing and saying words
- Listen to every word
- Remember what they hear
- Prefer face-to-face
Visual Learners

- Take a lot of notes
- Think in pictures and images
- Can see connections and patterns easily
Kinesthetic Learners

- Learn best by touching and doing
- Like scale models and samples
- Like to take part rather than listen or watch
Typical Learners in an Audience

- Visual: 30% - 40%
- Auditory: 20% - 30%
- Kinesthetic: 30% - 50%
Audience Experience
Audience Limitations

- Consider any audience characteristics that may affect ability to hear or see the presentation
Summary: Know Your Audience

- Learning Style
- Audience Experience
- Audience Limitations
Preparing the Presentation

- Organizing the presentation
- Creating effective slides
- Presenting study results
Organizing the Presentation

- To whom are you presenting?
- What are you presenting?
- How long is the presentation?
Grab their Attention!

Today’s workshop will help you significantly improve your presentations!

- Begin by getting the audience interested in what you have to say
- Why is the topic of great importance and relevance?
- What is the problem you want to solve and why is it important?
Tell Them What You Will Tell Them

- Present a high-level overview first, and then plunge into the details
- Audience can then relate the details to the high-level picture and understand where you are

“Big Picture”

Detail

Detail

Detail

Detail
Reference It – Don’t Read It

- Mention the companion document during the talk and recommend it for more details
- Present only the important details

Organizing the Presentation
Show and Tell

- Show or demonstrate actual sample devices, computer programs, or websites
- With small audiences, pass around the sample
Build Bridges

- Create transitions (build bridges) from one topic to the next
- Relate different pieces of information and show the context of different facts
Less is More

- Avoid information overload
- The audience may remember only 1 or 2 main points
- Reinforce the core message, not the details
Avoid “Death by PowerPoint”

- Limit the number of slides in the presentation
- One general rule is an average of one slide per two minutes
Conclude with Take-Home Points

- Conclude with the main ideas you want people to remember
- Use only one "conclusions" slide, and make it the very last one

In conclusion,
Developing the Slides

Use slides with words and pictures to reinforce and illustrate spoken words.

Use words. Be concise.
Limit Words

Avoid using long sentences and any paragraphs in your presentation because with too much text, people will be too busy reading the slide and may not pay attention to what you say. It is recommended that your speech complement the information on the slides in order to address the different learning styles of your audience members. Are any of you listening to me, or are you too busy reading what is written on this slide?
Limit Words

- Avoid long sentences
- With too much text, the audience may not pay attention to what you say
- Speech should complement the slides
Make it Readable

- Font size should be at least 28 point
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Developing the Slides
Check your Selling

A spelling mistake is an attention magnet and distractor.
“A Picture is Worth 1,000 Words”

Use illustrations as much as possible
Developing the Slides

Make it Realistic

- Show real photographs related to your subject
- Make sure the photographs
  - Are of good quality and visible
  - Supports the point you are making
Use Animation with Restraint

- Do not use unnecessary fancy animation
- Use animation to depict the evolution of a complex system, or to introduce related ideas one by one
Developing the Slides

PREPAREDNESS
- Monitoring/mitigation/risk reduction: Rigorous data collection by governments informed by international geo-scientific and meteorological information sharing and close monitoring, with natural hazard forecasting, risk reduction activity, early warning and mitigation planning.
- Building awareness: High profile broad-based, disaster planning and awareness programs led by the local government and building networks and trust
- Addressing: Demographic vulnerability, poverty and sustainable livelihoods
- Linking: All stages from forecasting, warning, mitigation, response and recovery to community development for resilience
- Requiring: Strategic planning, disaster management protocols, international support, training programs in logistics and response, simulation programs, empowerment of local communities and encouragement of improvisation in chaotic scenarios
- Ensuring: Adequate funding for all stages of natural disaster management and that related policies and programs are integrated with national strategies

RESPONSE
- Broad acknowledgement of local government’s pivotal role
- Coordinated, thorough needs assessments
- Collaborative information sharing between participating parties
- Availability of a logistician cadre
- Implementation of planned & rehearsed response protocols, adapting to scenarios to effectively cater to affected people’s urgent needs
- Cross-agency (as invited) reporting with local input
- Relationship building with local Community, fostering trust & hope
- Broader understanding of response as part of long term support for affected communities

AFTERMATH
Implementation of adjusted recovery, community development and resilience plans.
Review preparedness plan

Formal consultation
Information links
How to Improve This Slide?

- Less is More
- Limit Words
- Make it Readable
- Use Animation with Restraint
Presenting Study Results

- Explain what you show
- Label everything
Present the Significance

- Discuss the results
- What do they mean or imply?
- What are, or could be, the next steps?
## Delivering the Presentation Effectively

<table>
<thead>
<tr>
<th>Watch body language</th>
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<tr>
<td>Maintain eye contact</td>
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<td>Monitor tone, inflection, pace</td>
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<tr>
<td>Speak clearly</td>
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<tr>
<td>Pay attention to vocabulary</td>
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<tr>
<td>Maintain comfortable stance</td>
</tr>
<tr>
<td>Maintain appearance</td>
</tr>
</tbody>
</table>
Watch Your Body Language

- Use natural hand motions for emphasis
- Avoid distracting or repetitive gestures
- Use natural facial expressions and smile
Maintain Eye Contact

- Face the audience
- Continually scan the audience
- Transition smoothly from notes to audience
- Don’t read from your notes
Monitor Tone, Inflection, and Pace

- Vary inflection to emphasize
- Speak more slowly than normal conversation
- Set your pace according to audience familiarity with topic
Speak in Clear Sentences

• Do not run words together.
• Articulate sounds for clear pronunciation
• Avoid word faults like “um,” “uh,” and “you know” (Take a breath instead!)
Pay Attention to Vocabulary

• Be clear - match the language to the audience
• Be colorful - use imagery
• Be concrete – avoid vague language
• Be concise - use short sentences
• Be correct and avoid jargon
Maintain a Comfortable Stance

If using a lectern / podium, make it work for you

Don’t block the audience’s view
Think About Appearance

- Wear clothing appropriate for your audience
- Avoid loud patterns and really bright colors
Responding to Questions

- Repeat the question
- Think before responding
- Answer concisely, clearly, and accurately