QUICK TIPS

PRESENTATION TIPS

- Identify the purpose of the presentation
- Gather information about expectations from those who asked you to present
- Develop goals and objectives
- Brainstorm a title that is appropriate for goals, objective, and content (but be willing to be flexible at this stage)
- Research a topic thoroughly using a variety of sources
- Examine presentation styles—lecture vs. small group activities—to find the best way(s) to present the materials (check with room setup and expectations as well)
- Outline important points
- Timing—leave time for introductions, breaks, conclusions, questions, and a “cushion” time in case some things take longer than planned
- Have more information than you need, and be willing not to share it all
- Develop handouts that are useful and informative
- Practice!

LEADING BITS TOPICS

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Communication
- Community Service
- Conflict Management
- Constitution/By-Laws
- Co-Sponsorship with Other Groups
- Delegation
- Difficult Members
- Elections
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Funds
  - Corporate Sponsorship
  - Fundraising
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

LEADING BITS is a publication of the Office of Student Activities at LeTourneau University.

Copies are available from the O|SA in MSC-1 or by calling extension 3127.

The O|SA staff offers programs and consultation in these and other areas of personal and organizational leadership.

Published July 2002
LeTourneau University
EFFECTIVE PRESENTATIONS

STAGE 1: The INTERVIEW
You should gather the following information when someone asks you to present a program or be a guest speaker:
• Group or individual requesting presentation
• Contact name and phone number
• Topic or specific issues to address
• Length of presentation
• Date, time and location of the presentation
• Number of participants or those in the audience
• Pertinent information about the group’s make-up and functions
• Room set-up
• Goals and expectations of the presentation
• Special considerations—things you should take into consideration about the group when planning
• Who will introduce you—give them pertinent information about you for the introduction
• Special guests or VIPs who will be in attendance

STAGE 2: DEVELOP the Presentation
Take the information above and put it into an informative presentation by:
• Developing specific objectives to reach each goal
• Researching the topic thoroughly using all available sources
• Outlining the key points
• Examining presentation styles to determine the best way to present the information—lecture vs. small group activities
• Creating a catchy title, introduction, and conclusion
• Developing useful and informative handouts

STAGE 3: PRACTICE and REFINE the Presentation
You should practice the presentation several times looking at the following information to determine needed changes:
• Does the information provided match the goals and expectations mentioned in the interview?
• Does the title match the material presented?
• Does the material make sense?
• Is this presentation style the most effective?
• Is the presentation long enough? Is there time for questions? Is there a “cushion” time?
• Is the presentation interesting? Am I telling people something they already know or something that will bore them?

STAGE 4: Last Minute DETAILS
Be prepared in advance of your presentation and gather the necessary materials together:
• Note cards with key points outlines
• Handouts copied and overheads made
• Supplies: paper, pens, markers, tape
• Audio-visual needs: overhead, PowerPoint, TV/VCR

Presentation Worksheet
Topic: Effective Public Speaking
Audience: LU students
Participants: 50-75
Date/Time: August 24 at 4:00pm
Location: MSC-3
Length: approximately 60 minutes
Room Set-up: lecture with podium

Purpose: The ability to present information to both large and small groups is an important skill for leaders. This program will address effective presentation practices.

Goal: Participants will learn public speaking skills to improve their style.

Objectives: Participants will be offered the “Steps to Develop a Presentation.” Participants will share experiences—both triumphs and fears—of public speaking. Participants will examine their style of public speaking and determine ways to enhance it.

Title: Making a SPECTACULAR Public Appearance

OUTLINE OF KEY POINTS:
Introduction: Attention-grabber, then—I will talk about the steps involved in developing presentations and some tips to enhance your skills and ease your fears involving public speaking.
Body: Step 1—Interview
Step 2—Development
Step 3—Practice and Refinement
Step 4—Details
Overcoming Fears
Conclusion: Today we have discussed the steps involved in developing a presentation and addressed the fears associated with public speaking.

Questions from Audience

Supplies/Details:
______ note cards with key points
______ handouts, paper, pens
______ audio-visual needs
______ other ___________________