

PRESENTATIONS

Tools to Inspire



INTRODUCTION

A presentation is a live occasion in which information is transferred from a speaker (or presenter) to an audience, whether it is through a projected screen in the same room as the audience, a website, a phone line, or a videotaped oral business meeting. The speaker first processes information and expanding it both channel and format. Now, formats (e.g., TED Talks and rapid-fire presentations, such as Pathkick and U-Kelly's Ignite) and becoming more popular, and new configurations are being formed. And much, audience are becoming more sophisticated. As a presenter, it is more important than ever that you take the time to understand your audience, get your story straight, and rehearse before giving a presentation. If you are speaking to a busy, technically savvy audience, you may also want to explore the latest channels, software, and formats.

PLAN



You should first know the *what, why, where, and when* of your presentation, preferably in that order. *What* are you presenting? *Why* will your audience care? *Where* will you be speaking? *When* will you be speaking? *Where* will you be speaking? If you have those four pieces worked out well, you are much more likely to have a fabulous speaking experience.

- **Why are you speaking?** When you were asked to speak at a conference, pitch event, request for proposal (RFP) situation, or other occasion, there was a specific reason the event organizer or potential client thought of you instead of someone else. That person may have personal expectations of you, find out what those are. You should also find out what the project expectations are of the entire event. How are some possible questions to ask an event organizer or potential client?

- **Event organizer:** Can you tell me more about the event? What are the core messages of the day? How do I fit into the core messages of the day? Why did you pick me as a speaker? What do you want me to share with your audience? Do you want me to convey the audience of something specific? Do I need to convey the audience emotionally (whether to inspire, empower, or calm down, etc.)?

- **Potential client:** What are the goals of the potential project? Why did you ask me to join your company to pitch? What already attracts you to me or my company?

- **Who are you presenting to?** It is critical to know to whom you will be speaking so that you can tailor your content accordingly; otherwise, your audience may not understand you or, even worse, may be offended by what you say. Analyzing your audience members early on will help you address their needs and expectations as you prepare your presentation. Here are some possible questions to ask:

- **Event organizer:** What is the typical profile of the event attendees? What race, gender, and age are they? What types of jobs do they typically perform? Is it an industry event or a general audience? What languages do they speak? If it is not the language I speak, how should I communicate with them? Are there any cultural taboos to be aware of—races, religions, or otherwise? Is there alcohol involved? What types of learners are in the room?

- **Knowledge to learners:** Learn by participating in what they are learning.
- **Learning to learners:** Learn by having concepts and content explained to them.

- **Visual learners:** Need pictures and graphs to understand new ideas and concepts.

- **Potential client:** Who will be attending the meeting? What offices, locations, or cities are they from? What nationalities are they? What languages do they speak? Do they have any communication preferences (e.g., do they prefer to have visuals, printed presentations, or conversations with or facilitated by me)? How familiar are they with the material I'll be presenting? What experience do they have in this topic area?

- **What will your content and format be?** There are frequently set requirements for presentations (based on things like RFP). You should find out what those requirements are up front. It is also wise to find out the physical dynamics of your presentation area. Here are some possible questions to ask:

- **Event organizer:** Do you need me to follow a specific presentation format (e.g., rapid-fire, TED Talks, debate style, interview style, panel style, webinar, video conference, conference call)? Are there specific guidelines that need to be followed, and if so, what are they? Do you have video

examples to show me? How will the room be set up? What is the format for on-screen presentations?

- **Potential client:** Is there a specific set of questions that you need me to answer? Is there a format RFP to follow? Is there a required format? Has the legal department asked you anything I should be aware of (e.g., decisions that will need to be signed, things that should not be said)? How will the room be set up? What is the format for on-screen presentations?

- **When will you be speaking?** The time of day can make a difference, especially if you're presenting right before lunch or near the end of the day when audience members could be suffering from low blood sugar—you will need to inject some energy to keep their attention. It's also good to know which sessions will be presenting before and after you so that you can set the right tone or plan follow-up activities. You will want to be careful not to change topics inappropriately, such as changing to an incredibly light tone after something intensely serious and vice versa. Here are some possible questions to ask:

- **Event organizer:** What time of day will I be speaking? Where will I be on the stage before and after me? What will they be speaking about? What energy will they be conveying? Will I be speaking after an exceptionally long topic?

- **Potential client:** What time of day will I be presenting? What will the audience be doing before and after the presentation? Will everyone be in the same room, or will other participants be calling in, perhaps from other time zones? If presenting during a meal, will food be provided or will participants be bringing in their own food?

Determining What You Already Know about Your Audience

Once you have identified your audience and speaking occasion, a great way to ensure that the concerns of everyone who has a stake in your presentation are addressed is to fill out a stakeholder analysis spreadsheet. This will help you form a strategy for your communications that is useful to everyone and won't offend anyone. To create your stakeholder analysis, use a spreadsheet program, such as Excel, or any software program that allows you to create a table with columns and rows.

- Set up the column headers from left to right as follows:

- **Stakeholder:** In the next column, fill in the names of the various important individuals or groups who are in your audience or involved in any decisions based on your presentation (your employees, your client's employees, the individual who owns the information you'll be presenting, legal departments, etc.). Give each person and group its own row, and fill out the subsequent columns with the following descriptive information for that group.

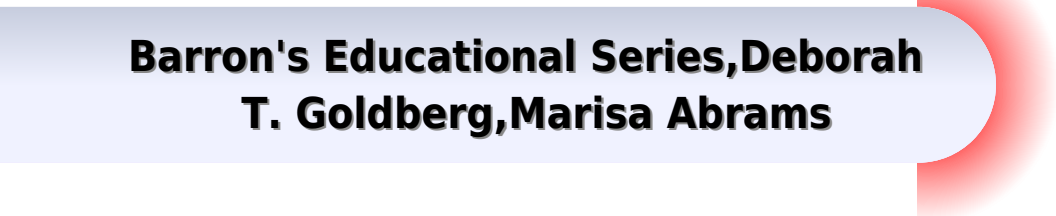
- **Needs/wishes:** Think about the goals, dreams, and issues your stakeholders might have. To do this, put yourself in their shoes and think about what they would want. Use that information and any information you collected in the initial planning stage to fill out this column in your table.

- **Cultural and personal sensitivities:** What international, cultural, and racial groups do your stakeholders belong to? What institutional cultures are they a part of? What are their value preferences? Are there any online that could be deemed offensive? What about language and meeting times? Are there any learning or vision issues? Are there any learning preferences or issues?

- **What they know:** Look through old records or meeting notes to see if your stakeholders have said anything related to your topic and fill in that information in this column. Also include anything you have learned from your previous research about what your audience knows about the topic.

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**Barron's Educational Series, Deborah
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