



Leading Self - Presenting with Confidence | Quick Guide

Characteristics of a Confident Speaker

- ❖ Look and sound confident
- ❖ Engage audience mentally, verbally, vocally, visually

Tips

- ❖ Observe and learn from confident speakers around you
- ❖ Collect feedback and reflect on your presentation performance

How

Prepare before the presentation

- **Central Message**
 - What's in it for the audience?
 - What are my desired outcomes?
 - What main ideas do I want to emphasize?
 - What questions can engage the audience?
- **Opening** - Who are you? What's in it for them? How long will it take? Any questions / stories that can draw attention or provoke thoughts?
- **Closing** – Summarize, emphasize your central message, possible audience's questions, show appreciation, leave one thought / action item
- **Audience** - type, background, expectation, level of understanding about the topic, size
- **Visual Aids** – Consider dress code and how to draw attention visually and convey clear message; prepare any visual tools beforehand
- **Rehearse** - Time rehearsal and prepare cues

Present

Mentally

- Think of an occasion when you were confident
- Picture past successes in your mind
- Picture yourself at the meeting with the same attitude and confidence

Verbally

- Use simple words / short sentences
- Ask questions or tell a story
- Share some fun facts, a statement or quotes
- Ask them to recall or imagine a situation

Vocally

- Consider factors impacting your voice
- Warm up your voice
- Breathe normally
- Don't rush; Be sure to pause occasionally
- Vary your tone, volume and speed

Visually

- Turn on your camera and use virtual meeting tools to engage audience (virtual meetings)
- Sit or stand in a way that makes you feel comfortable and confident

Handle difficult questions

If you don't know the answer

Say you don't know, encourage others to respond and find out the answer later

You don't understand the question

Rephrase the question and clarify

The question is off topic

Acknowledge the question and discuss it later

Hostile question

Acknowledge concern and discuss it later

Same person asked lots of questions

Move on and suggest a discussion for later

Leading Self - Presenting with Confidence | Resources and Readings



Virtual Meetings and Presentations

The points presented on the previous slide can be easily translated to the virtual world. In addition, according to Andy Molinsky who recently wrote an article for the Harvard Business Review – Virtual Meetings don't have to be a Bore – extra effort may be necessary for a virtual meeting to be as effective as an in-person meeting or discussion.

Some key points to increase your confidence by embracing the difference include:

- Make the virtual event personal. Greet each person as they join the meeting and ask that each participant activate their camera.
- Make eye contact. The best way to make eye contact when presenting on a virtual platform is to look at the camera rather than the screen. Look at the screen when engaging with participants and when wanting to see facial expressions.
- And make it as interactive as possible. Use the chat feature, use the polling function, and reference the participants' names.

Public Speaking

- Learn about 15 *Science-Based Public Speaking Tips To Become a Master Speaker*
<https://www.scienceofpeople.com/public-speaking-tips/>
- Watch TEDxZagreb by David JP Phillips *The 110 techniques of communication and public speaking*
<https://www.youtube.com/watch?v=K0pxo-dS9Hc>

PowerPoint Presentation

- Using good visuals saves time, draw attention, conveys messages well, resonates with people better than texts and leaves a longer impression
- Watch TEDx Talks by David JP Phillips *How to avoid death By PowerPoint*
<https://www.youtube.com/watch?v=lwpi1Lm6dFo>
- Read David JP Phillips's Book *How to Avoid Death By PowerPoint*

Business Presentation

- Read Tim Calkins's book *How to Wash a Chicken* which is a comprehensive playbook for business leaders and people on their way up to give the best presentations of their lives and embark on a circle of presentation success
- Read article *Seven Business Presentation Traps To Avoid*
<https://www.forbes.com/sites/henrydevries/2018/08/24/seven-business-presentation-traps-to-avoid/#635cf6c6463d>