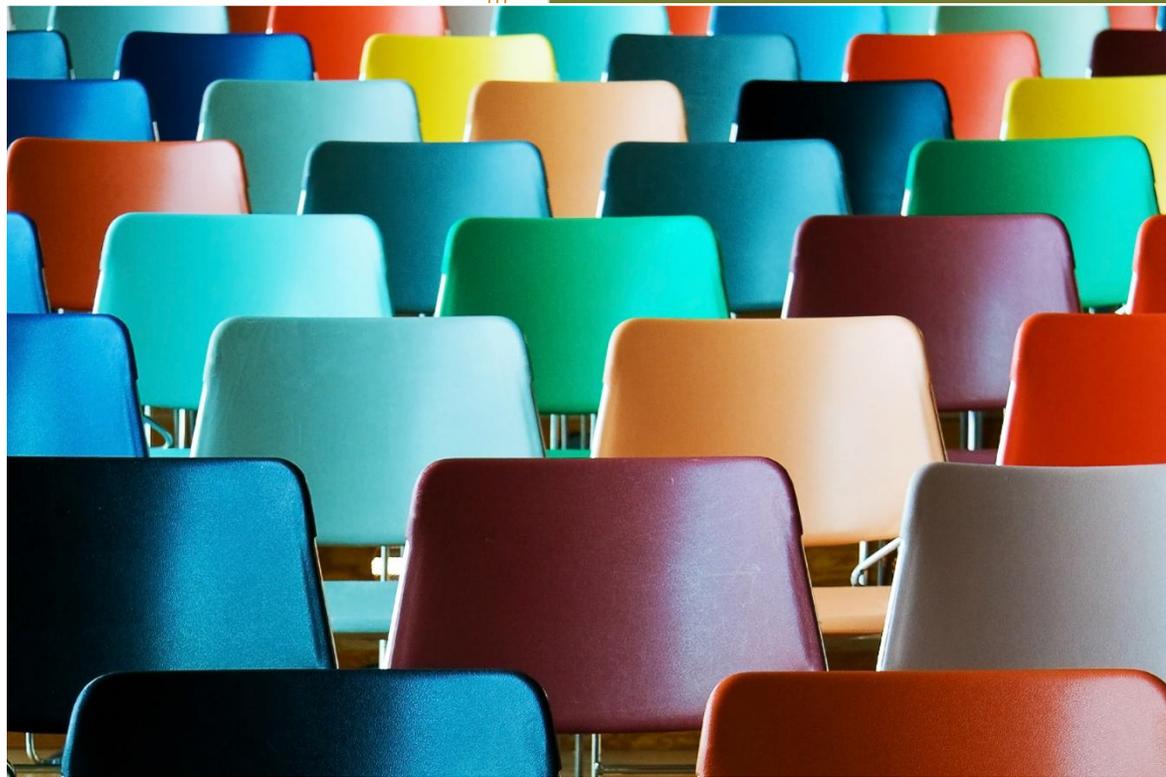


Presentation Skills

Presenting like a Pro



VIRTUAL FACILITATOR GUIDE

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Getting Started

About this Program

This class is designed to educate professionals on how to effectively present to groups, from large audiences to small team meetings. Whether an emerging leader or a seasoned director, the core skills remain the same. Presenting to others may not come naturally to some, but just like riding a bike, it is a skill that can be learned.

This Leader’s Guide is designed to help you conduct a **virtual training session** on presentation skills for employees participating in the **Accelerating Your Impact** LEAP program.

Learning Objectives

After completing this course, the learner will be able to:

- Describe the “who, what, and why” of their presentation.
- Subscribe to the mantra, “write first, slides later.”
- Think like a designer, incorporating components such as fonts, colors, images, data visualization and more.
- Identify effective communication skills for presenting.
- Recognize the importance of practice, practice, and more practice.
- Demonstrate confidence and proficiency while presenting to an audience.

Training Materials

There are a few things you’ll need for an effective training session:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <input type="checkbox"/> Leader Guide and PowerPoint deck <input type="checkbox"/> Participant Guide for each participant <input type="checkbox"/> Post-it notes for each participant <input type="checkbox"/> Computer with projector <input type="checkbox"/> Flipchart and markers for small groups | <ul style="list-style-type: none"> <input type="checkbox"/> Participant Handouts: <ul style="list-style-type: none"> ○ Audience Engagement ○ Body Language ○ Pitch, Pace & Volume ○ Overcoming Fear ○ Feedback Form |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Agenda Overview

Activity	Time
Introduction	2 minutes
Prepare	20 minutes
Create	20 minutes
Present Part 1	15 minutes
Break	8 minutes
Present Part 2	20 minutes
Role-play: Presentation and Feedback	30 minutes
Special Topic Discussion	5 minutes
Total Training Time	2.0 Hours

Virtual Facilitation Tips and Tools

Camera Use	<p>Using the video camera makes it more personal and engaging for everyone.</p> <p>It is recommended that participants keep their camera set to ON for this session.</p> <p>It is recommended for the facilitator appear on camera throughout the session, unless there are bandwidth issues.</p> <p>When using video, look directly at the camera when talking. It helps to give the impression that the facilitator is looking at the audience. It's awkward at first and takes a little practice but use peripheral vision to look at the audience.</p>
Engagement	<p>Connect with each individual as they come into the virtual room.</p> <p>Engage throughout by calling on people. Call on people by name.</p> <p>Encourage participants to chat their ideas, thoughts, and reactions with everyone as you are talking, and reinforce the chatter. Along the same lines, encourage participants to follow up with each other with private chats about specific ideas.</p> <p>Keep a running tab of who has spoken; call on those who haven't yet responded.</p> <p>Write down comments that people make; refer back to what people said.</p>
Breakout Rooms	<p>When using breakouts, try to visit every group to check in and ensure that each group has some output to return to the main session with.</p>

SUMMARY OF TOOLS FOR VIRTUAL ENGAGEMENT		
Tool	Topic	Page #
Teams Chat	Who do you present to?	9
Teams Poll	What do you present?	10
Teams Microphone	What is the biggest mistake?	10
Teams Whiteboard	Demonstrate sticky notes	12
Teams Microphone	Debrief sticky note activity	13
PowerPoint	"Try it" – find corporate template in ppt	16
Teams Microphone	Best use of image	19
PowerPoint	"Try it" – find stock images in ppt	19
Teams Poll	What will I do differently?	22
Teams Microphone	What will I do differently?	22
Teams Breakout Rooms	Discuss handouts as small group	24
Teams Microphone	Teach back handout topic to class	24
Teams Chat	How do you practice?	25
PowerPoint	"Try it" – find Rehearse Coach in ppt	25

Instruction Notes

Use this Leader’s Guide to prepare for and deliver the program. Suggested scripts, talking points, answers and activities are included. Be sure to reference and direct learners to their Participant’s Guide as well.

The following instructions will be visually represented in the text:

The script for the facilitator to SAY will look like this

Suggested ANSWERS from participants will look like this

The following icons will be used:

	Flip Charting activity; flip chart responses, ideas, etc.
	Participant Guide: learner should read or write in page referenced
	PowerPoint Slide: show referenced slide to guide discussion
	Group activity: divide participants as instructed to complete assignment
	Break; class break for designated amount of time
	Transition; move from one topic to the next
	Use Teams functionality to add virtual interaction

Facilitation Outline

Introduction

Duration	2 minutes
Key Points	✓ Introduce topic and learning objectives
Materials	PP slides, Participant Guide

	<p>Show Slide 1 (Title Slide)</p> <p>Have this slide showing on screen when session begins.</p>
	<p>Show Slide 2 (300 million)</p> <p>Say: Every day 300 million PowerPoint presentations are created.</p>
	<p>Show Slide 3 (graphics)</p> <p>Say: And more information was created in the last two years, then in all human history combined.</p>
	<p>Show Slide 4 (image)</p> <p>Say: All of that to say, we have so much information to share, we need to make sure we're doing it in the most effective way possible. And that's why we're talking about presentation skills today.</p>
	<p>Show Participants Guide</p> <p>Say: We're going to spend the next two hours covering this topic. As we move through the content, you've got a Participant Guide you can use to take notes.</p>
	<p>Show Slide 5 (What you'll learn today) (Click to reveal)</p> <p>Say: What exactly are you going to learn? We've got it broken down into three categories – Prepare, Create, and Present.</p>

	<p>Not only will you walk away from this class knowing how to prepare, create, and present to others, most importantly, you'll leave having practiced doing it.</p>
	<p>Say: There are some people who would rather walk on hot coals than present to a group! If you're one of those people, have no fear.</p>
	<p>Show Slide 6 (Quote)</p> <p>Say: "Communication is a skill that you can learn. It's like riding a bicycle or typing; If you're willing to work at it, you can rapidly improve."</p>
	<p>Say: With that dose of inspiration, let's get started.</p>

Prepare

Duration	20 minutes
Key Points	<ul style="list-style-type: none"> ✓ Review the “who, what, and why” as part of preparation for any presentation. ✓ Introduce the mantra, “write first, slides later.”
Materials	PP slides, Participant Guide

Who/What/Why

	<p>Say: Before you start creating content you need to ask yourself these questions:</p>
	<p>Show Slide 7 (What you’ll learn today)</p> <p>Say: Who am I presenting to? What am I presenting? Why am I presenting it?</p>
	<p>Show Slide 8</p> <p>Ask: Who do you typically give a presentation to?</p>
	<p>Invite participants to share their ideas via chat function in Teams.</p> <p>Refer participants to Page 4 in the Participant Guide if they want to take notes.</p>
	<p>Possible responses:</p> <ul style="list-style-type: none"> - <i>Peers</i> - <i>My manager</i> - <i>Upper Management/Executive Leadership</i> - <i>Customers/Dealers</i> - <i>Suppliers</i> <p>Say: When you identify who you’re presenting to, then you can think about things like, “how familiar are they with my topic,” or “what questions are they likely to have?”</p>

	<p>If you know them personally, what is their DISC style? How can you adjust accordingly?</p> <p>By knowing who you are presenting to, you can tailor your content, style, and language level to suit them – and keeping cultural differences in mind.</p> <p>Thinking about our values, discovering who will be in your audience before a presentation is a #FarmerFirst behavior.</p>
	<p>Show Slide 9 (What)</p> <p>Say: They say the ideal headline is 11 words. Can you say in 11 words what you are presenting about? Knowing what your main message is up front will keep you focused throughout the content creation. And you're more likely to end up with a presentation that stays on course.</p>
	<p>Show Slide 10 (Why)</p> <p>Ask: Why might you give a presentation?</p>
	<p>Share poll via Teams.</p>
	<p>Review poll results.</p> <p>Say: There are a variety of reasons why you give a presentation. Identifying the underlying reason in advance will impact how you create and then deliver your message. Because a presentation to inform is different than a presentation to persuade.</p>

Write First, Slides Later

	<p>Ask: What is the number one, biggest, most common, happens-all-time, mistake people make when starting to prepare a presentation?</p>
	<p>Invite participants to unmute their microphone and share ideas with the rest of the class.</p> <p>Answer: They open PowerPoint!</p>

	<p>Show Slide 11 (What you'll learn today)</p> <p>Say: Which bring us to our next point in the “Prepare” phase of a presentation. Write first, slides later.</p>
	<p>Say: Before you ever click that orange “P” icon on your laptop (to launch PowerPoint) you need to plan for your content.</p> <p>Your slide deck is NOT your presentation. YOU are the presentation. Your slides are only there to support what you are saying.</p>
	<p>Show Slide 12 (Plan) (Click to reveal)</p> <p>Say: So how do you this? A paper and pencil is a great place to start. Even better – post it notes. Put one idea per post-it and then figure out what order you will place them in. Or you can create an outline in Word as well. Just don't start the creation process using PowerPoint.</p>
	<p>Show Slide 13 (Organize) (Click to reveal)</p> <p>Say: There are different ways you can organize your content. The most basic way is with a simple introduction, your content, and a conclusion. Or you can use a specific structure that matches your topic.</p> <p>Review key points from slide:</p> <ul style="list-style-type: none"> - Simple Structure: Introduction, body, summary - Specific Structure: Problem/Solution, Cause/Effect, Compare/Contrast
	<p>Say: Once you've created an outline, go back and write a script of what you're going to say. This will give you a sense of the overall flow. Yes, it's going to change before you're completely finished. But this is a good place to start.</p> <p>Note – I still haven't opened PowerPoint yet!</p>