Presentation Skills
Presenting like a Pro

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Introduction

This section of your Participant Guide provides ample space for you to follow along, take notes, and fully participate in the class activities.

Welcome

Welcome to the Presentation Skills class as part of your LEAP training program.

Having great leaders is key to being competitive in business. AGCO's global Leadership Excellence Acceleration Programs (LEAP) includes programs designed for leaders at various stages in their careers. LEAP's strategic design focuses on fundamental skill development, key business practices, and opportunities for participants to interact across multiple functions.

The skills you learn in this class will help you deliver effective presentations in the months and even years to come. Take advantage of all you can learn.

Learning Objectives

After completing this course, you will be able to:

- Describe the "who, what, and why" of your 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.

Overview

Every day 300 million PowerPoint presentations are created. And more information was created in the last two years, then in all human history combined. We have so much information to share, we need to make sure we're doing it in the most effective way possible.

Prepare

- Who/what/why
- Write first, slides later

Create

- Think like a designer

Present

- Tips for presenting
- Practice, practice, and more practice

Notes:

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"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 the quality of every part of your life."
Brian Tracy, author & speaker

Prepare

Who/What/Why

Before you start creating content you need to ask yourself these questions: Who am I presenting to? What am I presenting? Why am I presenting it?

Who	What	Why

Write First/Slides Later

Plan	Organize
• Paper and pencil	• Intro, body, conclusion
• Post-it notes	• Problem/solution
• Outline in Word	• Cause/effect
• ~~PowerPoint~~	• Compare/contrast

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. Note – you still haven't opened PowerPoint yet!

Create

You don't need a graphics design degree to recognize that, "less is more." How does this translate to your PowerPoint presentation? Look for these good design elements and the potential for using them in PowerPoint.

Colors and fonts	Minimum text	Avoid bullet points	Use good images
Data visualization	Animation	Readility	Alignment

Think like a Designer

Colors and Fonts

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Keep Text to a Minimum

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Avoid Bullet Points

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Remember, your slide deck is not your presentation. **You are the presentation**. Your slides are only there to support what you are saying.

Use Good Images

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Data Visualization

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Animation

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Readability

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Alignment

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Present

Tips for Presenting

You've put the time into preparing for your presentation and creating an award-winning PowerPoint deck … now it's time to present! Keep these three categories in mind as you develop your presentation skills: audience engagement, body language, and your voice's pitch/pace/volume.

Audience Engagment

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Body Language

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Pitch, Pace & Volume

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Overcoming Fear

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Practice

What does "practice" look like for you?

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-

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- PowerPoint "Rehearse with Coach" (Go to Slide show < Rehearse)

Notes:

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It's reported that before every big presentation, Stever Jobs, former Chairman and CEO of Apple, spent **three weeks preparing** and **two full days rehearsing**.

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