



Randall Dean Consulting & Training, LLC

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Randy Dean's “Presentations with Power and Performance” *A 2-3 Hour Course*

If you've seen Randy Dean present, you know that he is a dynamic speaker and presenter. His 20 years of experience giving presentations for groups small and large give him an excellent background for teaching your students or staff how to become better and more professional presentation leaders and presentation designers and developers. In a recent session of this program at the University of Pittsburgh, 98% of the MBA students at the Katz Graduate School of Business rated the program as “above average” or “excellent”, with 62% rating the program as “excellent”. Here are the topics that are covered in this informative and engaging program:



Curriculum Outline:

Introduction:

- Fear vs. Fun – All Feels the Same
- What Will Be Covered Today

Speech/Presentation Design Basics

- Define Main Goal of Presentation
 - Entertain, Inform, Teach, Move, Challenge?
- Brainstorm Topics/Points to Cover
- Build Program Outline
- Start with a Powerful “Open”
- Finish with a Memorable “Close”
- Time Check – Can It All Fit?
- Practice, Practice, Practice
- Cut, Add, Edit, Change
- Practice Again!

Giving a Successful Speech

- KNOW Your Content – DON'T Memorize
 - Longer speech – really practice the first five minutes

- Practice on Several Levels
 - Timing
 - Cadence/Pace
 - Word Choice
 - Stance
 - Voice Projection/Microphone Tips
 - Gestures/Movement
 - Eye Contact
 - Simple watch outs (cell phones, pagers, change in pocket, etc.)
 - Using Notes – Note Cards vs. PowerPoint
- Dressing the Part
 - Audience / Topic Appropriate
 - Want Them to Judge Your Words, Not Your Clothes

Continued on Back

- Do a Room Check
 - Make the Room Yours (Lighting, Layout, Seating, Podium, etc.)
 - Set Up Early!
 - Go to the Bathroom!! ;-)

Utilizing Technology

- Flip Charts, Overheads
- Presentation Layout
 - Appropriate Content
 - Supports Message – Not Override Message!
 - Timing Per Slide
 - Graphs, Charts, Photos, etc.
 - Slide Layout – Standard Templates vs. Something Special (Photoshop, etc.)
 - Room Lighting
 - Using Handouts
 - Can help with retention
 - Most important is that people focus on the words
 - Could end up with people charging ahead
 - Consider using multiple sets or none at all
- Audio/Video Incorporation
 - ONLY if Supports/Enhances Message
 - Use Care on Copyright Concerns
- Special Effects (A Major Caution Here!)
- Technology Backups (What To Do When the Technology Bombs!)
- Use Video or Audio Taping for Self Improvement
- Also, Consider a Trusted Friend or Mentor for a “Dry Run”

Giving a GREAT Speech

- Remember the Goal – You Are Trying to Make a Point or Deliver a Message on a Particular Topic or Subject – Make Sure the Speech Meets the Goal

- Be careful to avoid fluff, especially in today’s busy day and age
- In a business setting, shorter and to the point is almost always better
- In a dinner meeting setting, a more relaxed pace, humor, and analogies help to personalize the speech and make it memorable

- Understanding Adult Learning Theory and Retention
 - First, Last, and Middle – What Gets Remembered
 - Using Breaks to Help with Retention – Proper Timing of Breaks
 - Incorporating multiple speakers
 - Working as a team – slide timing, monitoring the audience, and a caution on “pitching in”
 - Designing Interaction and Involvement Into the Program
- Visual, Auditory, Kinesthetic Design
 - Give Them Something to See
 - Something to Hear
 - Something to FEEL
- Whatever You Do, Make Sure It Is Relevant, Engaging, Entertaining AND Memorable for the Audience – Make Them THINK and FEEL
- A REMINDER: Remember Your Goal!! Plan Your Speech so that the Audience Remembers the Key Points You Are Trying to Make – Business, Personal, OR Professional Setting

Session Close & Recap

Question & Answer

Contact Randall Dean Consulting & Training, LLC to bring this program to your company or school, or to discuss your specific needs in this area.