

## **TIPS FOR CONDUCTING SUCCESSFUL MEETINGS OR PRESENTATIONS**

### **Tip: Use Body Language**

Standing, walking, or moving about with appropriate hand gestures and facial expressions is preferred to sitting down or just reading from a prepared speech.

### **Tip: Focus on the Content, Not the Graphics**

The purpose of the presentation is to communicate ideas and information, not to dazzle people with fancy graphics. When the session is over, you want your audience marching out discussing the ideas you set forth, not talking about the neat graphics or special effects.

### **Tip: Present with Enthusiasm**

When making a presentation, speak clearly and loudly enough that a person in the back of the room can hear you. Project a positive, enthusiastic voice so the participants will hear your passion for the topic.

### **Tip: Use Quotations**

Appropriate quotations can make a noticeable impact on your audience. If discussing the topic of servant leadership, consider using the Winston Churchill quote -- "We make a living by what we get. We make a life out of what we give."

### **Tip: Use Appropriate Humor**

The right amount of humor can go a long way to build rapport with your audience and keep your audience interested and attentive. Do not push your luck. Rehearsing your presentation in front of a live audience is the best way to test the acceptability of your humor.

### **Tip: The Eyes Have It**

Make sincere eye contact with different members of the audience. Use the three-second rule. It will allow you to connect with individuals and can build rapport with the audience. Effective eye contact can make everyone in the audience feel involved.

### **Tip: Practice, Practice, Practice!**

Rehearse your presentation at home or where you can be at ease, in front of mirror, or in front of a friendly audience. Consider videotaping your presentation and analyze your voice (volume, tone, and inflection) and body language.

### **Tip: What's in it for them?**

Make the presentation relevant to the audience. The audience wants to exit your session with an understanding of how their time was spent and has added value.

### **Tip: Control Your Audience, Not Your Computer**

Remember to face your audience and make eye contact. Do not hide behind a computer or other audio visual device.

**Tip: Be Flexible**

If you move through your prepared material and realize that you are losing part of your audience, be prepared to shift gears. Take a quick check of your audience by a show of hands or a thumbs up or thumbs down on how things are going -- "Do we need to flesh this topic out a little more?" is a better question than "Are we all on board?"

**Tip: Taking Questions from the Audience**

When taking questions from the audience, repeat the question before answering the question so everyone can have the benefit of both the question and the answer.

**Tip: Five Things To Do When You Are Done**

1) Thank the audience. 2) Make materials available. 3) Make yourself available. 4) Provide them with a method to reach you. 5) Get feedback -- Find out what they thought of you, what they learned, and how you can improve your presentation.

**Tip: Vocal Warm-up**

Some presenters like to warm up their voices before speaking. Consider speaking the long sound of the vowels in a varying level of vocal volume and inflection in order and then reverse the order (i.e., A E I O U).

**Tip: The Power of Language**

Use "power" and "command" words to get your audience's attention and give the impression of confidence and competence. Instead of "I think you will agree" try "I am certain you will agree." Instead of "I hope you will consider," try "I recommend you to consider."

**Tip: Create a Functional Learning Environment**

Organize tables, materials, and equipment for optimal viewing before participants arrive to ensure more efficiency and cut down on lost time during the presentation. Do not forget to make your facility and overall environment accessible for all participants.

**Tip: The Rule of TELL THEM**

Tell them three times -- TELL THEM what you are going to tell them, TELL THEM, and TELL THEM what you told them. In other words, start with an introduction including the goals for the presentation, provide the content information, and summarize the presentation. This process will reinforce the message for the audience.

**Tip: Dress for Success**

When making a presentation, always dress for the audience. How you appear will have an impact on how the audience will respond to your presentation.

**Tip: Make it Fun**

By tying in contests, props, prizes, games, and activities, you can generate interest and reinforce learning at the same time.

**Tip: Jargon and Acronyms**

The use of jargon or acronyms is discouraged as they can separate your audience from those in-the-know and those not in-the-know. Use common language understood by all. If you use an acronym or jargon, be sure to provide the definition or explanation.

**Tip: When to Distribute Handouts**

Distribute handouts at the end of the session or only at the time you want the group to read them. The handout can distract your audience from your presentation.

**Tip: Have a Backup Plan**

What happens if your projector dies, computer crashes or audio visual materials do not show up? Have a Plan B and practice the Plan B in case you need to use it.