# Workplace Presentations 101 for IT Professionals

This booklet contains the slides you see projected on the screen at the front of the room as well as my speaking notes (which I see on one of my two laptop screens). There are two slides on each page; the top slide is what's being projected, the bottom slide is my notes.

If you look at the files I've provided on the USB key, you'll find three PowerPoint files: workplace-presentations.combined.ppt, workplace-presentations.slides.ppt, and workplace-presentations.notes.ppt. workplace-presentations.combined.ppt is the "master," from which I generate the other two files as well as the file from which this booklet is printed. workplace-presentations.slides.ppt is just the slides being projected, and workplace-presentations.notes.ppt is just my speaking notes. When I'm working on the material I do everything in workplace-presentations.combined.ppt, then make new copies of workplace-presentations.slides.ppt and workplace-presentations.notes.ppt, deleting every other slide from each. The colors used in the combined file make it easy for me to see which slides are to be projected and which are my notes; I change the color of the projected slides before showing them.

Rather than using the built-in speaker notes in PowerPoint I prefer to have two separate presentations. Yes, this requires having two laptops, but I think having the added flexibility of a full "private" (that is, shown to only myself) PowerPoint presentation is worth the hassle. In particular, it gives me full use of color on my speaking notes (which I use both for emphasis and for marking the end of a section in the presentation; I also like that it lets me display my notes in a font large enough that I can see them from 10 - 15 feet away.

The technology to make all this happen is simple: two laptops, and two identical remote presenters with each receiver "trained" to a single transmitter ("clicker"). It takes only a minute to set it up and I've never had a problem with it.

One last thing: On the USB key there are also PDF files corresponding to each PowerPoint file, in case you don't have PowerPoint installed on your laptop. It should be clear from the names of the files which PDF and which .ppt go together.
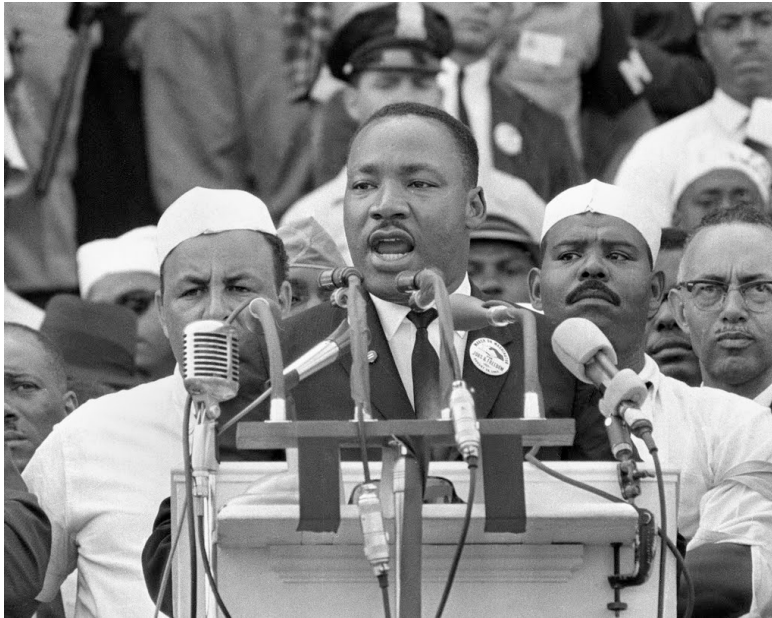
# Workplace Presentations 101 for IT Professionals

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- Let's just dive right in …
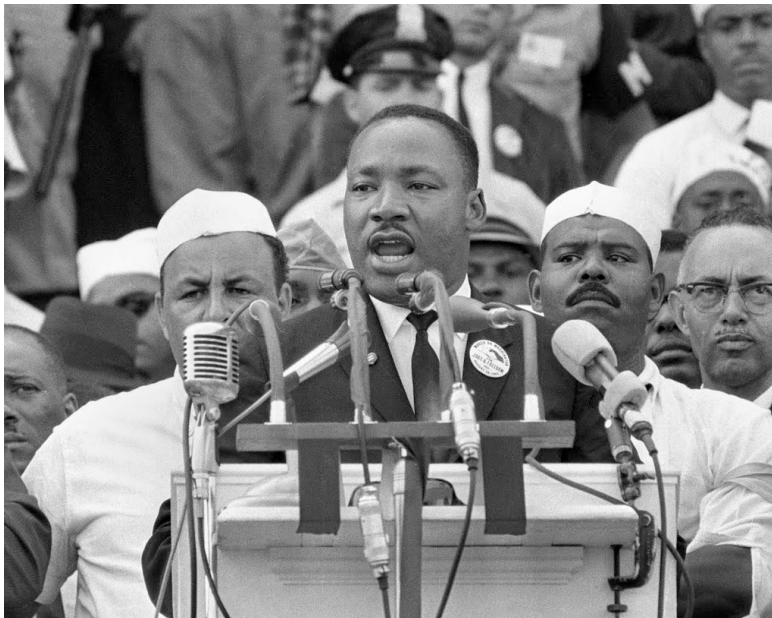
# Change the World

- You can change the world by giving a speech
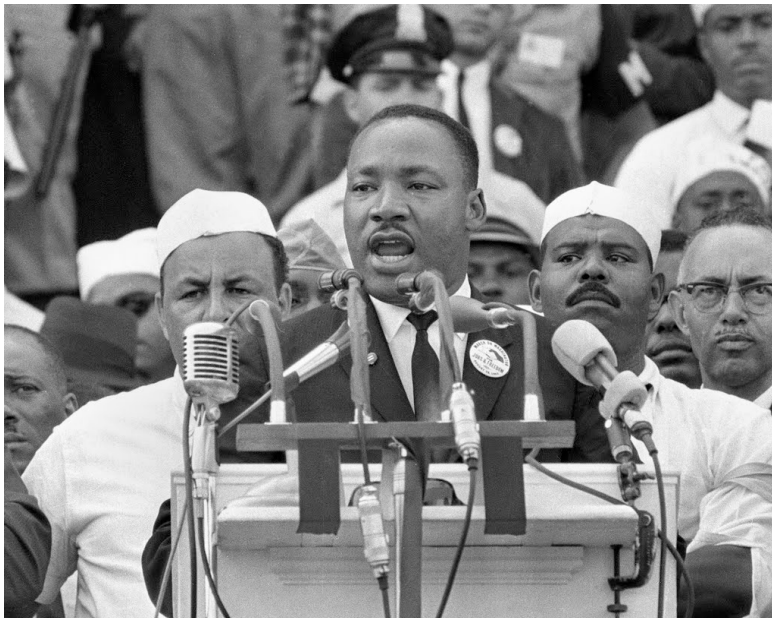- It's one of the most effective ways to start the process of change

4 / ???

# Change the World

- When you give a speech to just a few people we usually call it a "talk"
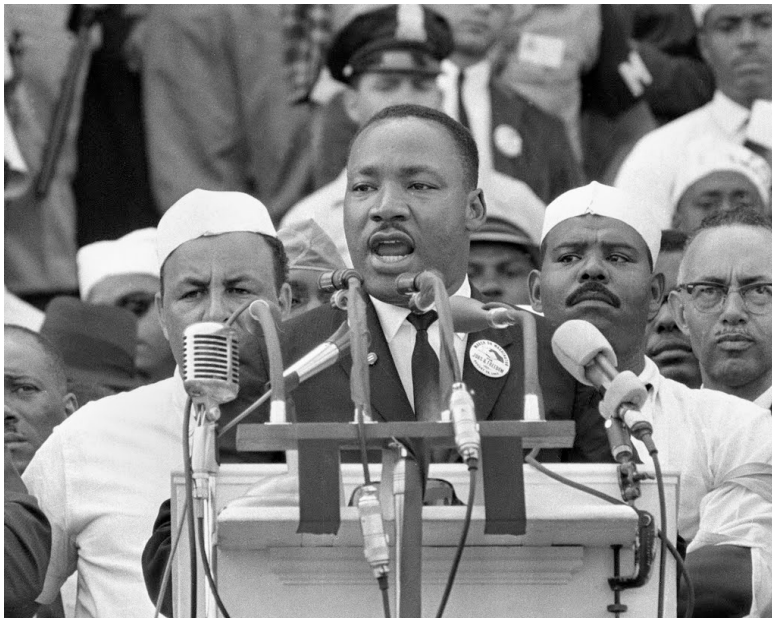
- Especially if it's done where you work

# Change the World

- Regardless what you call it the "ingredients" are the same
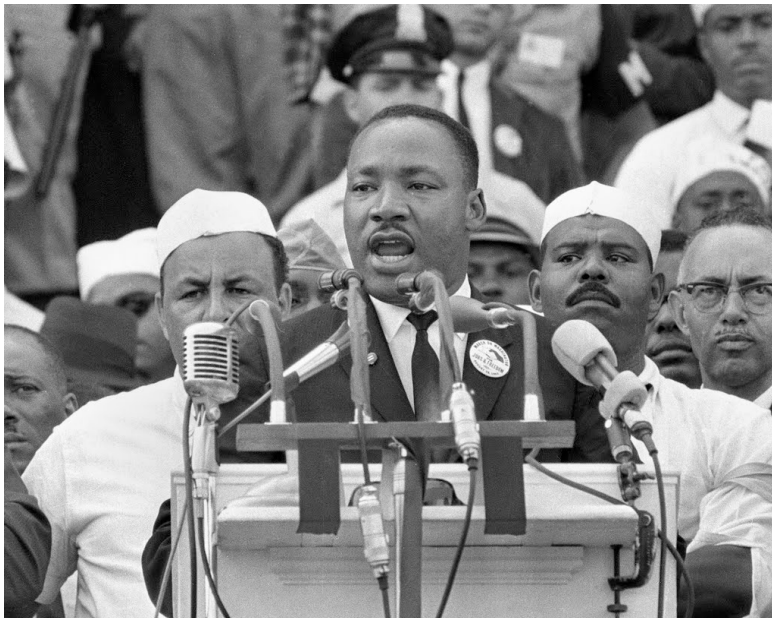- That is, how to prepare, how to present, etc.

# Change the World

- Today we'll stick to changing something where you work
- Changing the world is a graduate-level class ☺

10 / ???
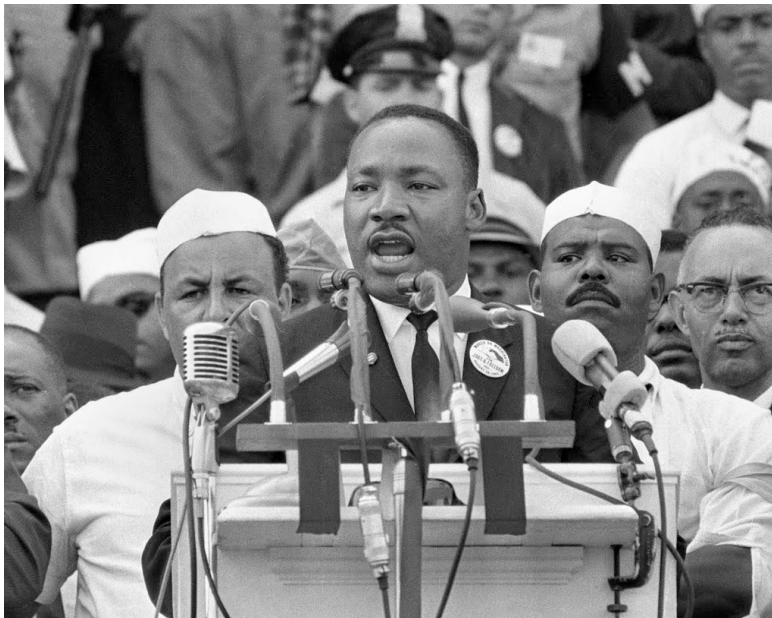
# Change the World

- Maybe it's changing the way you do system configuration
- Or the system for reading email

# Change the World

- Presenting these changes in "public" may also help you get a promotion

- I think that's a pretty good change ☺

14 / ???
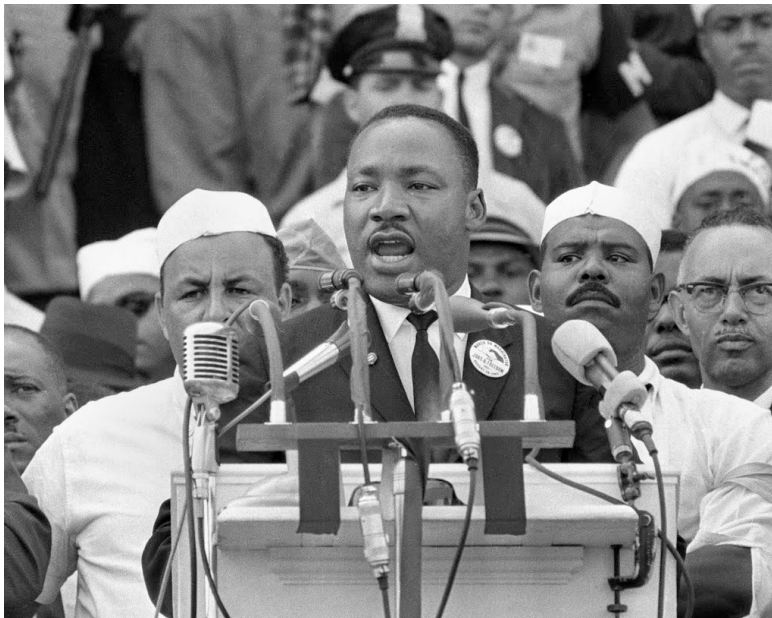
# Dive right in

- In keeping with my opening comment of "[l]et's just dive right in," here's the entire class in 6 slides …

16 / ???

# Four Simple Steps

# Four Simple Steps

- Any talk – no matter the subject, setting, or the size of the audience – is built using these four simple steps

# Four Simple Steps

## 1. Prepare

# Prepare

- Your ideas
  - What you want the audience to learn / remember

# Four Simple Steps

## 1. Prepare

# Prepare

- Your words
  - How you're going to convey your ideas to your audience

# Four Simple Steps

## 1. Prepare

# Prepare

- Your materials
  - To support your words and ideas

# Four Simple Steps

1. Prepare
2. Practice

# Practice

- Out loud
  - Because it engages a different part of your brain

# Four Simple Steps

1. Prepare
2. Practice

# Practice

- By yourself
  - Until you feel comfortable
- Then with an audience of 1
- Then with a video camera
  - Yes, you have to watch the tape

28 / ???

# Four Simple Steps

1. Prepare
2. Practice

# Practice

- Try to combine 1 + video
- Watch it together
- Combine comments and examples from playback

30 / ???

# Four Simple Steps

1. Prepare
2. Practice

# Practice

- If possible / appropriate, with several people in the audience
  - The bigger the real audience, the bigger the practice audience (proportionally)

32 / ???

# Four Simple Steps

1. Prepare
2. Practice
3. Relax

# Relax

- Before your talk, take some time to relax
- A little nervousness is OK
- Too much is bad

# Four Simple Steps

1. Prepare
2. Practice
3. Relax
4. Present

# Present

- Just a few important points
- In a clear, strong voice
- Using "good" words
- With help from your body

36 / ???

# Four Simple Steps

1. Prepare
2. Practice
3. Relax
4. Present

# That's All

- That's all there is to it!
  - It's simple and straight-forward
- Why do so many people get it wrong?
  - I guess that's why you're here today

# Four Simple Steps

1. Prepare
2. Practice
3. Relax
4. Present

# That's All

- We'll spend the rest of the day exploring each of those four steps in more detail

40 / ???

# Workplace Presentations 101 for IT Professionals

# Let's Start Over

- Now that I've taught you everything you need to know, let's back up and take care of some administrative stuff – like introductions

# Workplace Presentations 101
# for IT Professionals

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# Introduction

- Let's start by examining the name of this class in a bit more detail …

44 / ???

# Workplace Presentations

## Introduction

- Talks you'd give where you work
- To your co-workers
- About work

# Workplace Presentations 101

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# Introduction

- Intended for people who have never given a talk
- Review / improvement for people with some experience

48 / ???

# Workplace Presentations 101
# for IT Professionals

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# Introduction

- a/k/a "Techies" ☺
  - Sysadmins
  - Netadmins
  - Developers
  - Etc.

# Workplace Presentations 101
## for IT Professionals

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# Introduction

- Examples
  - Conference report to your group
  - Explaining new procedure to your group
  - Convincing peer group + bosses to adopt new technology

52 / ???

# Workplace Presentations 101
# for IT Professionals

# Introduction

- Examples
  - Explaining new security procedures to whole company
  - Explaining new mail system to whole company

54 / ???

# Objectives

# Objectives

- Bare minimum intro to public speaking
  - Aim you in the right direction
  - Give you some practice
  - Answer a few questions

# Objectives

# Objectives

- Obviously this class won't make you an expert
- You first talk after this class will still be really hard
- And probably not very good

# Objectives

# Simple v. Easy

- I make this look easy
  - At least, I hope I make it look easy
- I've had thousands of hours of practice
- Yes, thousands

# Objectives

# Objectives

- Note that I said "four **simple** steps"

- Not "four **easy** steps"

- Simple != easy

- Often, simple == hard

# Objectives

# Objectives

- The only way to get better is to practice

- And practice

- And practice some more

# Who is this guy?

And why should I
listen to him?

65

# Who is this guy?

- Teaching since 1977
  - Full-time 1990 – 1996
- First programming job 1978
- First sysadmin job 1987

66 / ???

# Who is this guy?

And why should I
listen to him?

67

# Who is this guy?

- Too many work talks to remember

- Seven conference talks & tutorials
  - Plus opening remarks, intros, etc.

68 / ???

# Four Simple Steps

1. Prepare
2. Practice
3. Relax
4. Present

---

- So let's get to it …

70 / ???

# Four Simple Steps

1. Prepare
2. Practice
3. Relax
4. Present

# Four Simple Steps

1. Prepare
2. Practice
3. Relax
4. Present

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Ideas

- Ideas == your message
  - The points you're trying to make
  - the information you're trying to convey
- Words are how you express those ideas

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Ideas

- No matter how good a speaker you are, if you aren't clear on the idea (point) you're presenting, you can't give a good talk

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Ideas

- Focus on ideas first
- Since they're the most important
- Then worry about the words
- Materials last

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Ideas

- You can't cover it all
  - You can't cover very much, really

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Ideas

- Pick a few key points and stick to those
  - Or the most important few facts
  - Or the most convincing few arguments

# Prepare

- Ideas
- Words
- Materials
- Tools
- Technology

# Prepare / Ideas

- If topic is complex …
- Consider writing a (short?) paper
- Paper covers things in detail
- Give out in advance

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Ideas

- Presentation covers just the high points of the paper
- Reinforces those high points
- Gives audience a chance to ask questions

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Words

- Carefully consider the words you select
- No profanity

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Words

- "Eschew obfuscation"
- That is, don't use big / fancy words just to make yourself sound important

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Words

- Most likely you'll use those words incorrectly and will thus wind up sounding pretentious
- Or even dumb

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Words

- Pay attention to grammar
- Things like subject / verb agreement
  - Singular v. plural

# Prepare

- Ideas
- Words
- Materials
- Tools
- Technology

# Prepare / Words

- Use words correctly
- Use the correct words

# Prepare

- Ideas
- Words
- Materials
- Tools
- Technology

# Prepare / Words

- "Mute point" v. "moot"
- "Somewhat unique"
- "Irregardless" v. "regardless"
- "Fact" v. "factor"
- "Affect" v. "effect"

# Prepare

- Ideas
- Words
- Materials
- Tools
- Technology

# Prepare / Words

- Buy a good dictionary
  - And use it
- Lots of web pages about these problems
  - Use them, too

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Words

- I strongly recommend
- *The Chicago Manual of Style*
- Online @ $35/year
  - Because language and usage changes

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Materials

- Materials are slides, etc. to support your words
- They also remind you of the words you want to say

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Materials

- Rely on them only for emphasis, not "real" content

- Unless you have a really cool graph
  - But only if people can easily see it from 30 feet away

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Materials

- Even with a really cool graph or chart you're still going to have to say something about it

# Prepare

- Ideas
- Words
- Materials
- Tools
- Technology

# Prepare / Materials

- Two sets of materials
- Maybe three

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Materials

- 1) Your notes
- 2) What you show your audience
- The two are almost always different!

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Materials

- Can combine yours + audience using "presenter mode"
  - But check that fonts/available size is big enough to read from however far away you'll be

# Prepare

- Ideas
- Words
- Materials
- Tools
- Technology

# Prepare / Materials

- 3) A supporting paper
  - Usually distributed in advance

# Prepare

- Ideas
- Words
- Materials
- Tools
- Technology

# Prepare / Materials

- Limit slides to an image that reinforces your point
- Or to a very few words that express the core of the current point

# Prepare

- Ideas
- Words
- Materials
- Tools
- Technology

# Prepare / Materials

- Or even just a word or two that reminds the audience where you are on the agenda
- My typical slides have 3 words on them

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Materials

- If possible, no bullet points
- You don't want your audience reading while you're talking

# Prepare

- Ideas
- Words
- Materials
- Tools
- Technology

# Prepare / Materials

- Remember, your materials reinforce your words
- They don't deliver content

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Tools

- Start with ideas, free-form
- Then organize
- Then pick words

# Prepare

- Ideas
- Words
- Materials
- Tools
- Technology

# Prepare / Tools

- At this point, formatting **gets in your way**
- Focus on capturing your ideas
- Organization, words, and materials all come later

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Tools

- For ideas and words, use a simple editor
- NO FORMATTING!
- Just trying to capture ideas

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

131 / ???

# Prepare / Tech

- Use these to create your materials:
- Microsoft PowerPoint
- Apple Keynote
- OpenOffice Impress

132 / ???

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Tech

- There are also web-based programs:
  - S5
  - Google Docs
  - Prezi

# Prepare

- Ideas
- Words
- Materials

- Tools
- Technology

# Prepare / Tech

- They aren't as easy to "drive"
- If they don't work with a remote clicker, they're worthless

# Four Simple Steps

1. Prepare
2. Practice
3. Relax
4. Present

# Your "Inner Critic"

# Your Inner Critic

- We all have this voice inside our head that tells us all the things we're doing wrong

- I call this your "inner critic"

# Your "Inner Critic"

# Your Inner Critic

- Some things your critic tells you are good
- "You're saying 'um' too much"

# Your
# "Inner Critic"

# Your Inner Critic

- Everything else just gets in your way

# Your
# "Inner Critic"

# Your Inner Critic

- A big part of practice is fixing the mistakes your inner critic points out

- Don't give your critic anything to complain about

# Your
# "Inner Critic"

# Your Inner Critic

- The other part of practice is learning to ignore your critic
- During your talk it's too late to fix the problems
  - Except "um"

# Your
# "Inner Critic"

# Your Inner Critic

- During your talk:
- **NEVER** let your critic speak out loud
- **NEVER** answer or talk back to your critic out loud

# Your
# "Inner Critic"

# Your Inner Critic

- (give example of critic speaking out loud)

- (give example of talking back to / answering out loud)

# Practice

- Words
- Timing
- Technology

# Practice

- You want to practice three things:
  - Words
  - Timing
  - Technology

# Practice

- Words
- Timing
- Technology

# Practice

- Practice is how you work out the kinks in all of these
- It's also how you get more comfortable speaking your words

# Practice

- Words
- Timing
- Technology

# Practice / Words

- Words
- Think about the actual words you plan to use then say them **out loud**
- Yes, **OUT LOUD**

# Practice

- Words
- Timing
- Technology

# Practice / Words

- You need to get used to actually speaking, not thinking about speaking

# Practice

- Words
- Timing
- Technology

# Practice / Words

- It uses a different part of your brain
  - One that doesn't get much practice in this setting

# Practice

- Words
- Timing
- Technology

# Practice / Timing

- Practicing out loud is also the only way you can learn your timing
  - Specifically, how long it takes to say the words for each slide/idea/point

# Practice

- Words
- Timing
- Technology

# Practice / Timing

- Start with total time
- Subtract time for Q&A
- Count number of ideas / points / sections

# Practice

- Words
- Timing
- Technology

# Practice / Timing

- Assign weights to each
  - 3 @ 1:1:1 v. 3 @ 1:2:2
- Divide available time by weighted counts
  - 60 @ 20:20:20 v. 60 @ 12:24:24

# Practice

- Words
- Timing
- Technology

# Practice / Timing

- I like to tell the audience my planned timings

# Practice

- Words
- Timing
- Technology

# Practice / Timing

- Create slides to clearly mark sections
  - I make the background of the last slide in each section a different color

# Practice

- Words
- Timing
- Technology

# Practice

- Practice several times, in several different ways
- Start sitting in front of your computer, in a room by yourself, with the door closed

# Practice

- Words
- Timing
- Technology

# Practice

- Next, stand up and do it again
- If possible, try it in the room where you'll give your talk
- Still alone

# Practice

- Words
- Timing
- Technology

# Practice

- If possible, try "the full monty" – in the room, with your computer and the projector and your remote clicker

# Practice

- Words
- Timing
- Technology

# Practice

- If appropriate, do at least one practice run with someone listening to you
  - Get feedback
  - Also, helps you get used to talking in front of people

# Practice

- Words

- Timing

- Technology

# Practice

- Practice your technology

- At a minimum

  - Test that your clicker works with you laptop and your software

  - Test that you know how to get your laptop to use two screens

    - Use an external monitor instead of a projector

# Practice

- Words
- Timing
- Technology

# Practice

- More about presentation technology in "Present" section

# Practice

- Words
- Timing
- Technology

# Practice

- If using presenter mode, test that you know how to get that working
- Again, use an external monitor for testing

# Practice

- Words
- Timing
- Technology

# Practice

- Test that your laptop works with the intended projector
- Or any projector
- But "target" projector is best

# Practice

- Words
- Timing
- Technology
- Tools

# Practice / Tools

- These are some tools to help you practice:
- Video recording
- Audio recording

# Practice

- Words
- Timing
- Technology
- Tools

# Practice / Tools

- Watch what you do with your hands, the things in your hands, what you look at, etc.

# Practice

- Words
- Timing
- Technology
- Tools

# Practice / Tools

- Listen to your speed, intonation, enunciation, "tics" ("um," "ah," "OK," or even phrases "for example," "basically," etc.)

# Bad News

# Bad News

- I have some bad news for you …

# Bad News

Most of you will never be
good at speaking in public

# Bad News

- Because you won't give
  enough talks to get good at
  it

# Wait!
# There's Hope:

# There's Hope

- But wait, there's hope
- You can improve …

# Wait!
# There's Hope:

But only if
you practice!

# There's Hope

• Practicing before a talk isn't as good as giving lots of talks

• But it's a **LOT** better than not practicing

# Wait!
# There's Hope:

But only if
you practice!

# Practice / Bad News

- Vanishingly few people ever get to be good at something without **a lot** of practice

# Wait!
# There's Hope:

But only if
you practice!

# Practice / Bad News

- Malcolm Gladwell claims "expert" == 10,000 hours of practice
- That's 6½ years of teaching 52 weeks / year, 5 days / week, 6 hours / day

# Wait!
# There's Hope:

But only if
you practice!

---

# Practice / Bad News

• Most of you won't give nearly enough talks to get really good at it

• Toastmasters can help

# Wait!
# There's Hope:

But only if
you practice!

# Practice / Bad News

- But hopefully this class will save you from being really bad at it

# Wait!
# There's Hope:

But only if
you practice!

# Practice / Bad News

- But only if you take my advice

- And if you **practice before each talk** ☺

# Four Simple Steps

1. Prepare
2. Practice
3. Relax
4. Present

# Relax

- As I said earlier …
- A little nervousness is good
- Too much is bad
- This is about getting from bad to good

# Relax

- General
- Tools

# Relax

- Right before the talk
- Do not …

# Relax

- General
- Tools

# Relax

- Make changes
  - Unless parameters like time have changed
- Rehearse your talk
  - If you're not prepared, rehearsing now will just add to the pressure

# Relax

- General
- Tools

# Relax / Before / Don't

- Run errands, exercise, do work, deal with life stuff, eat a big meal, squeeze in an appointment with doctor / barber / accountant, etc.

# Relax

- General
- Tools

# Relax / Before / Don't

- Travel to the talk
- Get there early
- If possible, the day before

# Relax

- General
- Tools

# Relax / Before

- You want to be ready for your talk
- Don't do anything that will make you late or distract you

# Relax

- General
- Tools

# Relax / Before

- Yes, this can be hard at work

# Relax

- General
- Tools

# Relax

- Take some time to relax

# Relax

- General
- Tools

# Relax

- Pranayama is (in effect) the yogic practice of breathing
- You don't have to do yoga
  - But if you have an existing yoga practice, now is a fine time for some simple sitting meditation

# Relax

- General
- Tools

# Relax

- Find a place where no one will disturb you
  - If necessary, go sit in your car
- Sit, relax, breathe slowly
  - Don't think about your talk
  - Yes, I know that's hard to do

# Relax

- General
- Tools

# Relax

- When possible, I like to do the set-up at least one hour in advance then go sit and relax

# Relax

- General
- Tools

# Relax

- This may not be possible
- But if you practiced with the exact equipment in the room where you'll be giving the talk (say, the night before), it's almost as good

# Relax

- General
- Tools

# Relax

- Leave time to …
- Get to the venue
- Set up
  - If not done in advance
- Go to the bathroom

# Relax

- General
- Tools

# Relax / Leave Time

- Get a small (!) drink
- Attach your microphone
- Take off your badge
- Maybe chat with a few people in the audience

# Relax

- General
- Tools

# Relax

- While waiting to start, stay off the stage

# Relax

- General
- Tools

# Relax / Tools

- Set a timer so you aren't late for your talk
- Lets you not think about the time

# Relax

- General
- Tools

# Relax / Tools

- If you're paranoid, set two timers
- Or set a timer and have a friend come get you

# Seven Habits
## of Highly
## Effective Speakers

# Seven Habits …

- With apologies to Stephen Covey

# Seven Habits …

1. Stand up

# 1. Stand up

- Easier for the audience to see you
- Seeing improves comprehension
- Shows respect

# Seven Habits …

1. Stand up
2. Speak clearly

# 2. Speak clearly

- Don't rush
- Enunciate
- Use "good" words

# Seven Habits …

1. Stand up
2. Speak clearly
3. Face your audience

# 3. Face your audience

- It's rude not to look at someone when you're talking to them
- And (again) it's harder for them to understand you

# Seven Habits …

2. Speak clearly
3. Face your audience
4. Use good slides

255 / ???

# 4. Use good slides

- Pictures are usually best
- Otherwise, just a few word
- Plain design, good colors

256 / ???

# Seven Habits …

3. Face your audience
4. Use good slides
5. Don't look at the screen

# 5. Don't look at the screen

- Use presenter mode or a second laptop
- See #3 ☺

# Seven Habits …

4. Use good slides
5. Don't look at the screen
6. No live demos

# 6. No live demos

- Typing is much slower than talking
- No one wants to watch you make mistakes
- Use canned demos or (edited!) video instead

# Seven Habits …

5. Don't look at the screen
6. No live demos
7. DON'T TURN YOUR @%&*# BACK TO THE AUDIENCE!

# 7. Don't turn your back!

- Have **I** mentioned that it's **very** rude to turn your back when talking to someone?
- Please, pretty please, don't do this

# Seven Habits …

1. Stand up
2. Speak clearly
3. Face your audience
4. Use good slides
5. Don't look at the screen
6. No live demos
7. Don't turn your @%&*# back to the audience!

# Seven Habits …

- It takes more than just these seven to be good
- But these are important
- Especially the one about not turning your back to the audience ☺

# Four Simple Steps

1. Prepare
2. Practice
3. Relax
4. Present

# Present

- Three ways to convey your message
- Your voice
  - Includes your words
- Your body
- Your materials

266 / ???

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# Four Simple Steps

1. Prepare
2. Practice
3. Relax
4. Present

# Present

- All three matter

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- Talked about selecting words in "prepare"
- This is about how you say those words

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- Lots of "parts"
  - Rhythm, timing
  - Pronunciation, enunciation, jargon
  - Intonation, volume

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- Rhythm, timing (including pauses)
- Speak at a natural speed

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- At first you'll probably be nervous and that makes you speak too fast; pay attention to this and slow down
- Not too slow because that's even worse

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- It's OK to pause
  - Usually for effect
- Also for collecting your thoughts between points
  - But keep these brief

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- Pronunciation, enunciation, jargon
- Learn the correct pronunciation
  - Especially for new or foreign terms

# Present

- Voice & body

- Materials

- Technology

# Present / Voice

- Speak clearly
  - No gum or candy in your mouth
  - Tape recorder really helps here
  - Practice audience/reviewer/coach helps even more

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- Limit jargon
- Especially if audience isn't expert in the topic
  - It intimidates them
  - It confuses things
  - It doesn't convey meaning

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- Goal is to make it easy for audience to understand your point (idea, whatever)

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- Even if audience is expert, define jargon the first time you use it
- Then, use only when appropriate

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- Intonation, volume
- Intonation == pitch (frequency, musical note)
  - Well, close enough

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- Carries meaning
- Pitch goes up at end of sentence == a question
- In English
  - Usually
  - Except in some places

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- Wrong intonation confuses people
- And makes some people want to strangle you ☺

# Present

- Voice & body
- Materials
- Technology

# Present / Voice / Intonation

- Monotone is bad
- Always too loud or always too soft is bad
- Too loud at the wrong time is bad

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- Yelling is bad, even for emphasis

# Present

- Voice & body
- Materials
- Technology

# Present / Voice

- OK to vary volume, but not too much
- Again, reserve for emphasis

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- 10% used to convey message
  - Hand gestures, facial expressions, focus/gaze
- 90% used to distract from message

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- Bad habits, nervous "tics"
- Playing with objects
- Like keys
- Especially if it makes noise

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- Playing with body
  - Hair, nails, nose, whatever

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- Moving around too much
  - Or jumping
- Standing rigid
- Death grip on lectern

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- Empty pockets
- Remove badge
- Take off phones/devices
- Remove bluetooth headset/earpiece

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- Remove glasses
  - If you don't need them
- Tie shoes
  - Use double knots
- Check zippers/buttons/belt
  - No "wardrobe malfunctions," please

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- Put everything away
  - And out of reach
  - In your backpack is good
- Turn off/silence electronics

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- Not about body, but since we're talking about setting electronics to be silent
- And about minimizing distractions …

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- Set laptop to silent
- Turn off network
- Stop all pop-ups
- Stop all other programs
  - Just to be safe

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- On the 10% side . . .
- Point at slides (with laser) only with charts/graphs
- Everything else on your slides should be obvious

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- Use natural hand gestures
- But only if that's how you talk off the stage

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- I use my hands a lot when I talk
- I hope it's not distracting
- No one has ever told me "too much"

# Present

- Voice & body
- Materials
- Technology

325 / ???

# Present / Body

- If you're the same way, fine
- If not, don't change

326 / ???

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- One hazard: dropping or throwing the remote
  - I've considered a wrist strap a la racquetball

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- Lots of "rules" in "formal" "public speaking" settings
  - Like conferences
- Don't really apply here
- Just a few guidelines

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- Neat and clean
- Comfortable
- Appropriate for audience
- Dress up a bit if talking to managers

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- Not flamboyant
- No message on t-shirts
- Want people to remember **your** message
  - not your clothing
  - or the slogan on your shirt

# Present

- Voice & body
- Materials
- Technology

# Present / Body

- "Clothing + Tech"
- If using a clip-on mic wear a shirt with buttons
  - Polo or "business"
- Clip mic **in the center!**

# Four Simple Steps

1. Prepare
2. Practice
3. Relax
4. Present

---

- (picking up where we left off before the break)

- MOVE THIS!

# Present

- Voice & body
- Materials
- Technology

# Present

- Talked about what words to put on slides in "prepare"
- This is about the appearance of the words

# K I S S

No, really

I mean it!

# Present / Materials

- Unified layout
- Unified color scheme
- Unified fonts scheme
- Unified font sizes

# K I S S

No, really

I mean it!

# Present / Materials

- OK to use plain/bold/italic from same family
- **Not OK** to use multiple font families
- No Comic Sans MS!

# K I S S

No, really

I mean it!

# Present / Materials

- As much as possible, try to keep font sizes for different parts of slides (title, 1-2-3 bullet levels) the same on every slide

# K I S S

No, really

I mean it!

# Present / Materials

- Choice of font
- Pick something clean and simple

# K I S S

No, really

I mean it!

# Present / Materials

- You want people to see and remember your message, not the whacky font you used

- These slides all use Arial

# K I S S

No, really

I mean it!

# Present / Materials

- Font size
- Make it easy to read from 2/3 the way back in the hall
- But not too big to read from the front row

# K I S S

No, really

I mean it!

# Present / Materials

- My slides have very few words so I have the option to use an even larger font size if that's appropriate

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- No formula for font size v. distance

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- Too many variables
  - The projector
  - Screen/projector sesolution
  - Screen size, height
  - Distance to screen
  - Etc.

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- Set up the projector in the room and see for yourself what looks good
- Check from 1st row and 2/3 back

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- If you're young and don't wear glasses, ask someone with worse eyesight to help you

# Present

- Voice & body
- Materials
- Technology

363 / ???

# Present / Materials

- If you stick to very few words per slide, you may not have to reformat your slides if you increase the font size

364 / ???

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- **Very simple** layout

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- PowerPoint themes suck!
  - Menu / Format / Slide Design

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- Make slides hard to read
- Detract from your message
- Serve **NO PURPOSE**
- Please don't use them
  - Same for any other program

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- Solid color type on solid background
- I like light on dark

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- Dark on light is also OK
- Lots of contrast is good

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- See what looks best in your room
- Depends a lot on the lighting

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- Test from the front row, because that's where the screen will be the brightest
- Very large projectors and screens can be very bright

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- Backgrounds of white, black, very dark blue, very dark green are usually best
- You'd think white would be too bright but often it's not

# Present

- Voice & body
- Materials
- Technology

381 / ???

# Present / Materials

- In general, avoid vibrant colors
- They're reserved for safety gear and emergency signs for a reason ☺

382 / ???

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- Transitions between slides
- **NONE**
- Really, just pretend that feature doesn't exist

# Present

- Voice & body
- Materials
- Technology

# Present / Materials

- Like themes, transitions are just a distraction

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / HW

- Projector or large display
  - Depending on the room

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / HW

- Separate screen that faces you
- Can be your laptop screen or external monitor
- Where you can see it

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / HW

- Your speaking notes
  - For your eyes only
- Copy of what the audience sees

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / HW

- Why?
- Because you **NEVER** want to turn your back on your audience

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / HW

- Especially not while words are coming out of your mouth!

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / HW

- Remote clicker
  - Unless you are 100% certain you'll be chained to the lectern
- RF or IR
- Prefer RF
  - Line-of-sight problems

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / HW

- If clicker isn't working, **STOP USING IT!**
- Really annoying to watch someone fight with clicker
  - Over and over and over
  - "Stop using it already!"

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / HW

- $25 to $150
- Most have a laser
  - You need this!
- Some have a timer / alarm

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / HW

- Get one that's comfortable for you
- I like my $29.95 model
  - It costs more now ☹

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / HW

- Timer or clock
- Or both

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / HW

- Where you can easily see them
- Even with a spotlight in your eyes

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / SW

- Microsoft PowerPoint
  - Or OpenOffice equivalent
- Apple Keynote

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / SW

- Anything else:
- **Must** work with remote presenter
- **Must not** require a mouse

# Present

- Voice & body
- Materials
- Technology

# Present / Tech / SW

- **Must not** require a network connection
- **Must not** induce motion sickness
  - (a la "Prezi")

# Wrap-up

# Wrap-up

- Any questions?

416 / ???

# Slides & Notes

`http://menlo.com/picc-2011`

# Slides & Notes

- For personal use only
- Not for distribution

# Thank you!

419

# Thank you!

420

# Thank you!

# Thank you!

# Thank you!

# Thank you!

# Thank you!

# Thank you!