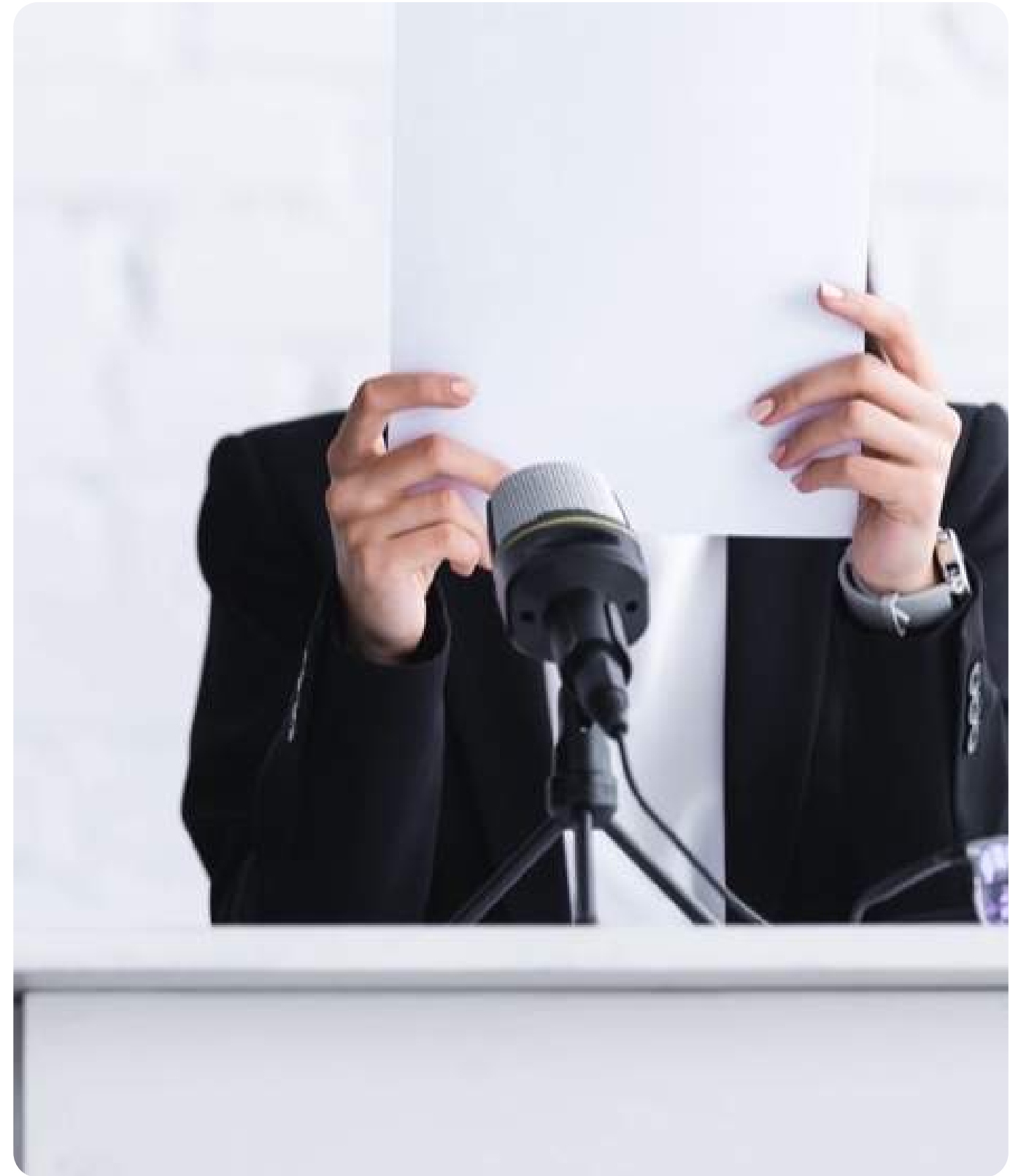




Public Speaking & Presentation Skills

Presented By Oluwapelumi Simeon

“After violent death,
most people fear public
speaking more than
anything else in life”





INTRODUCTION

- Public speaking is the process of delivering a message to a live audience with the intention of informing, persuading, or entertaining.
- It is a skill that goes beyond merely talking in front of people; it involves the art of engaging and connecting with the audience.



- Presentation skills encompass the broader aspects of delivering information, often involving visual aids and a structured format.
- It involves not only public speaking but also creating an effective and engaging message.



- Public speaking and presentation skills are essential in various aspects of personal and professional life.
- The ability to communicate effectively in front of an audience can significantly impact one's success and influence.



- Mastering public speaking and presentation skills is an ongoing process that involves a combination of preparation, practice, and adaptability.
- These skills not only enhance professional effectiveness but also contribute to increased confidence and the ability to influence and inspire others.
- Whether in a boardroom, classroom, or on a stage, honing these skills can open up opportunities and elevate one's impact in various contexts.





Effective **PUBLIC SPEAKING**

■ Preparation

- Thoroughly research and understand the topic.
- Organize key points in a logical sequence.
- Anticipate questions or concerns the audience might have.

■ Practice

- Rehearse your speech multiple times.
- Practice in front of a mirror or record yourself.
- Seek feedback from peers or mentors to refine your delivery.

■ Confidence

- Project confidence through body language and voice modulation.
- Maintain eye contact with the audience.
- Embrace nervousness as a natural part of the process.

■ Engagement & Adaptability

- Capture the audience's attention from the beginning.
- Use anecdotes, humor, or compelling stories to connect.
- Encourage interaction through questions or participation.
- Be prepared to adapt to unexpected situations.



A man in a dark suit and glasses stands in a meeting room, gesturing with his hands as he presents. He is positioned in front of a large whiteboard. Several people are seated around a table in the foreground, looking towards the presenter. The room has large windows in the background. The entire image is overlaid with a semi-transparent purple filter.

Effective PRESENTATION



■ Content Development

- Clearly define the purpose and objectives of the presentation.
- Develop a well-organized structure with a clear introduction, body, and conclusion.
- Use relevant and supportive content to convey key messages.
- Tailor your presentation to the needs and interests of your audience.

■ Visual Aids

- Create visually appealing slides or materials.
- Use images, graphs, and charts to enhance understanding.
- Ensure that visual aids complement, not overshadow, your spoken words.

■ Delivery Skills

- Practice effective use of voice modulation and tone.
- Pay attention to pacing to maintain audience engagement.
- Utilize appropriate gestures and body language.

■ Technology Proficiency

- Familiarize yourself with presentation software.
- Test equipment and technology before the presentation.
- Be prepared to troubleshoot technical issues.





CONCLUSION

- In conclusion, mastering presentation skills is a journey that involves continuous learning, practice, and refinement.
- Public speaking, creating engaging presentations, and overcoming nervousness are interconnected elements that, when cultivated, empower individuals to communicate effectively and make a lasting impact.
- As organizations invest in staff training for these essential skills, they pave the way for enhanced collaboration, clearer communication, and ultimately, greater success in the professional landscape.
- Embrace the power of presentation skills, and unlock the full potential of effective communication in the workplace.

“All speaking is public speaking, whether it’s to one person or a thousand.” Roger Love.

“You are not being judged, the value of what you are bringing to the audience is being judged.” Seth Godin.

"Make sure you have finished speaking before your audience has finished listening."?

"If you can't write your message in a sentence, you can't say it in an hour." - Dianna Booher



Thanks for
Listening