

Presentation Soft Skills

PMI Austin Lunch and Learn
January 18th, 2024

Trevor Perry



Stagecraft & Slidecraft



8. Upskill Your Presentation Skills



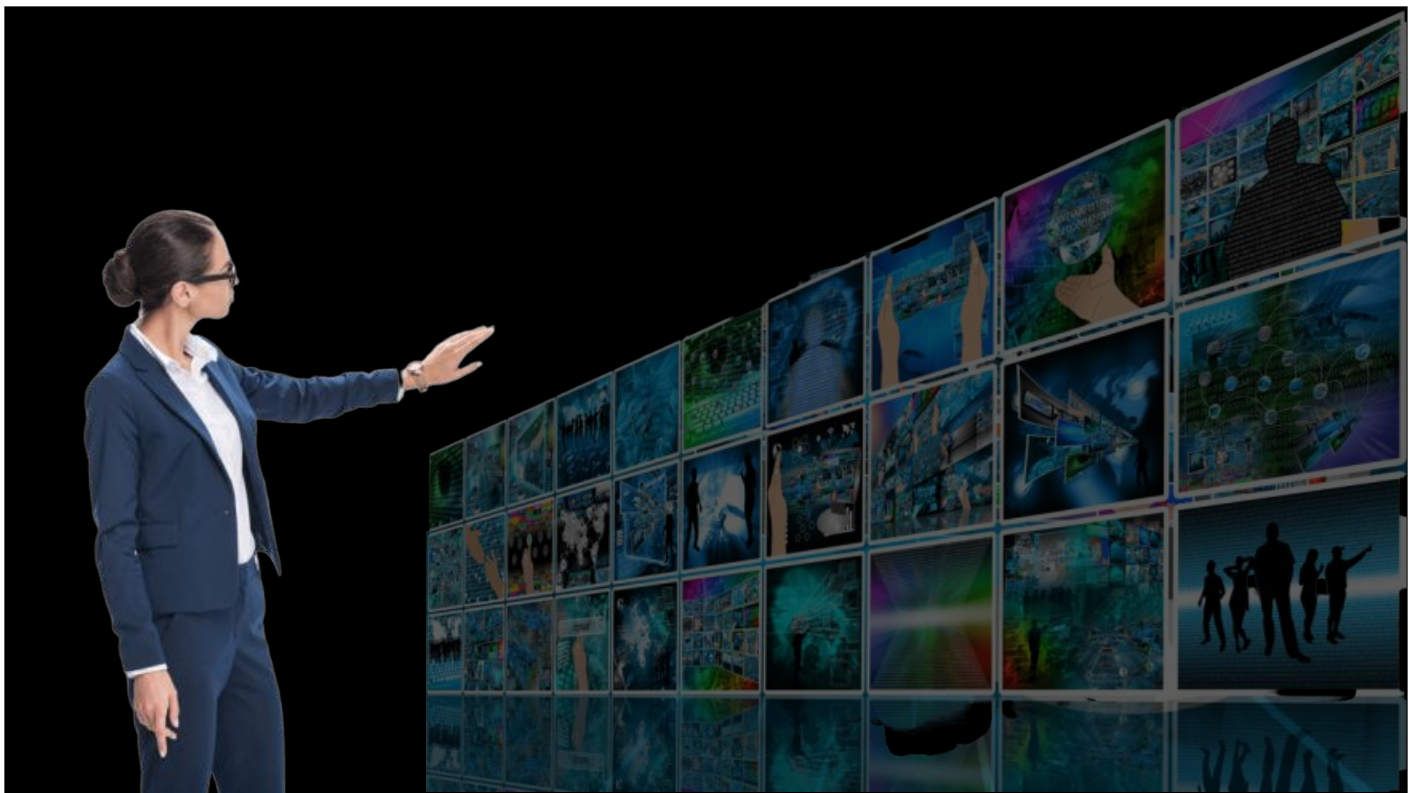
Everything You Need To Know About The 5 Benefits of Presentation Skills



1. Good communicators are good presenters
2. Individual Success is Linked to Presentation Skills
3. Presentations are critical to business success
4. Time Management Requires Presentation Skills
5. Presentation Skills Aid in Making Connections

[linkedin.com/pulse/
everything-you-need-know-5-benefits-presentation-skills-surrajit-pal](https://www.linkedin.com/pulse/everything-you-need-know-5-benefits-presentation-skills-surrajit-pal)

Stagecraft



Be Confident about
What you Know



Never Apologize? *



* other than for cultural reasons

Warm Up



Body Language



Dress Better than the Audience



Learn Eye Contact



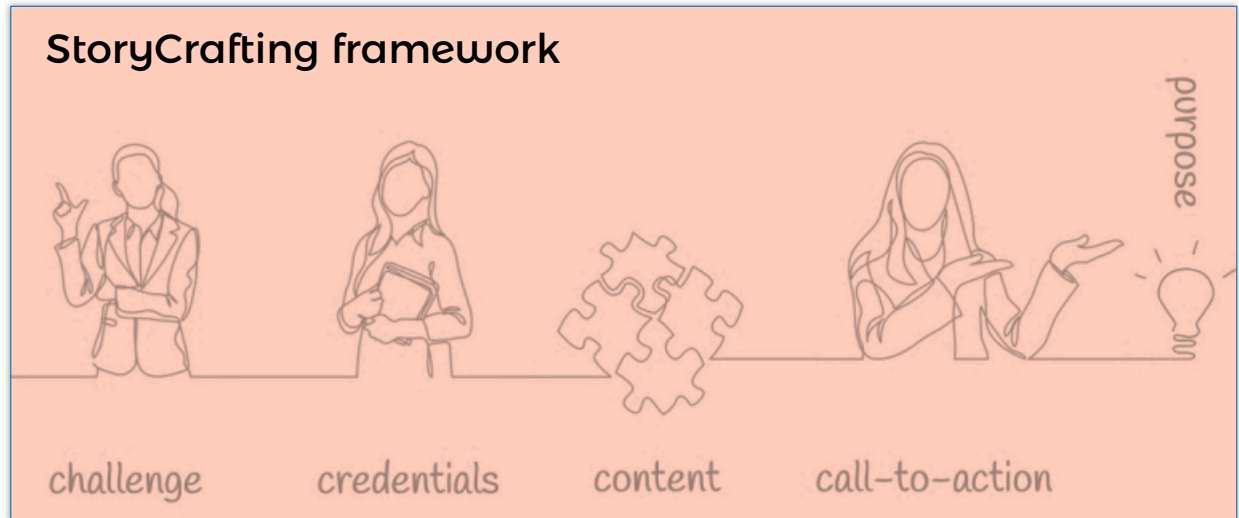
Pause



Don't make it
Personal



Storytelling



Use Slides as Cheat Sheet



Slidecraft



Slides

- NOT the Presentation
- Should not Distract
- Facilitate Your Presentation
- Enable Your Message



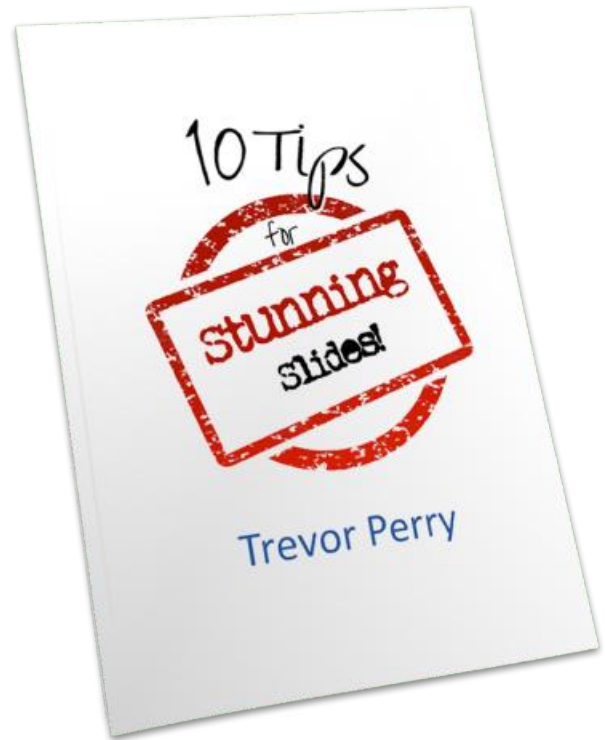
Caveats

- Tips and Tricks
- Find YOUR Style/s
- Own YOUR Style/s
- Don't Copy - STEAL the idea!
- Evolve



Stunning Slides

1. Clean
2. Concise
3. Consistent



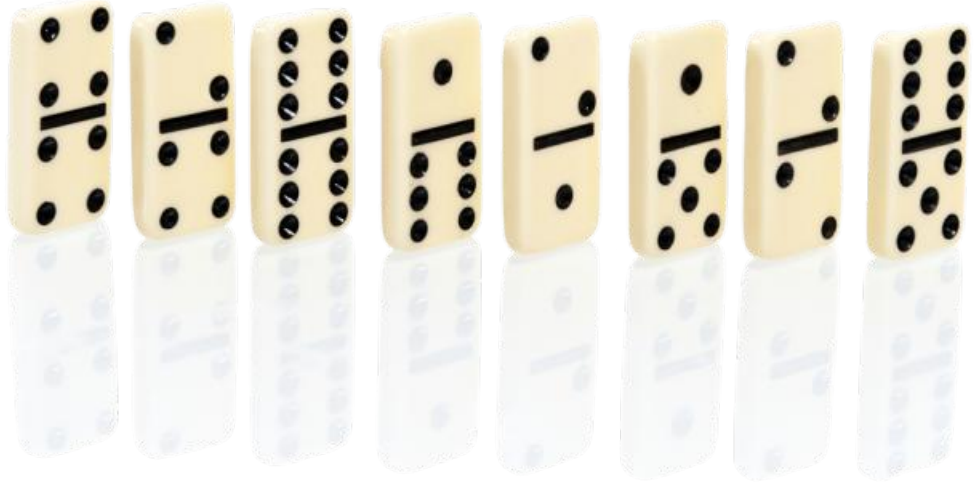
Stunning Slides - Clean

- Reduce the number of elements
- Avoid clutter
- Move elements to separate slides



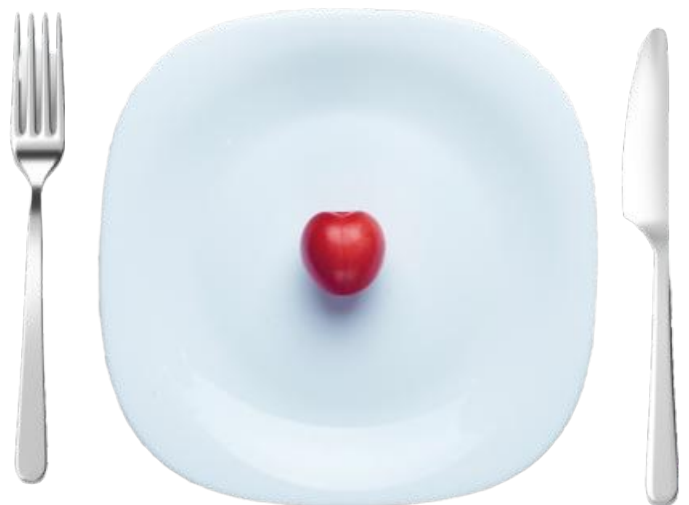
Stunning Slides - Consistent

- Message
- Slides
- Media
- Fonts



Stunning Slides - Concise

- To the **point**
- Less is more
- Use visuals to explain
- No paragraphs to read



Process

1. Content
2. Structure
3. Design



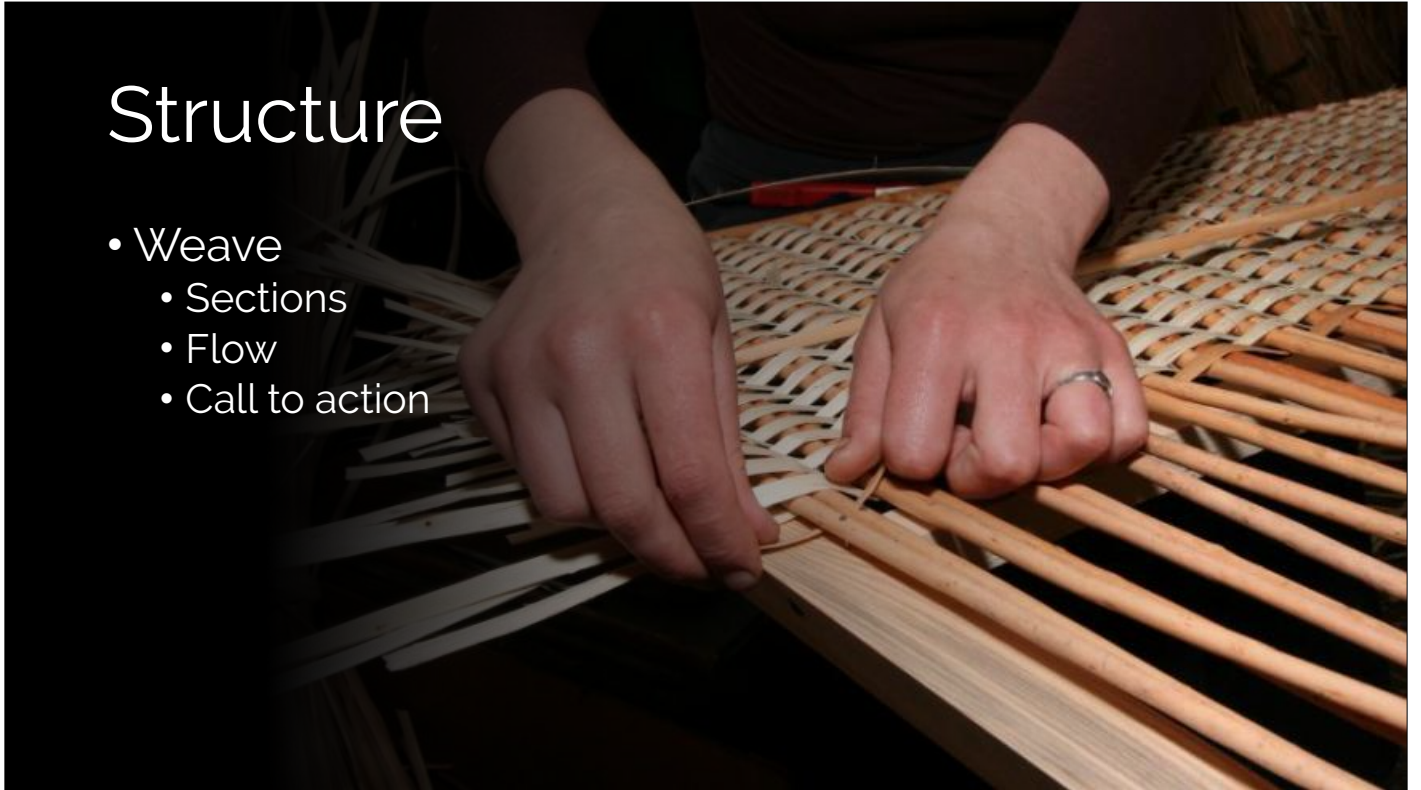
Content

- Write
- Just write



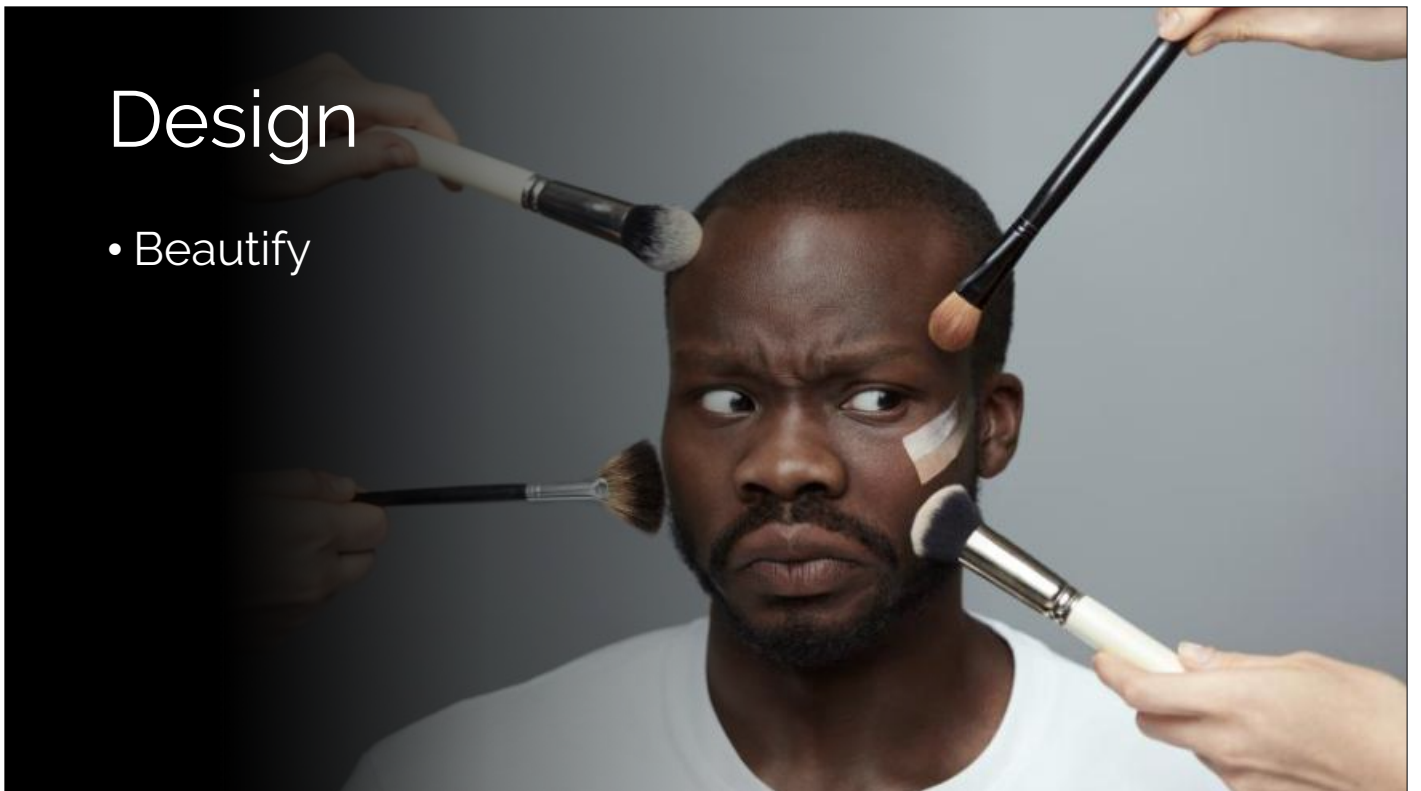
Structure

- Weave
 - Sections
 - Flow
 - Call to action




Design

- Beautify



Technical

```
RPG Open Access -- A Developer's Experience IBM  
  
Field Names/Values  
  
/copy QOAR/QRPGLESRC,QRNOPENACC  
D QOA          ds          likeds(QrnOpenAccess_T)  
D QOAdata      ds          likeds(QrnNamesValues_T)  
D              based(pQOAdata)  
  
QOA.useNamesValues = '1';  
pQOAdata = QOA.namesValues;  
XML = tagRowStart;  
For fieldNum = 1 to QOAdata.num;  
  pFieldValue = QOAdata.field(fieldNum).value;  
  fieldName   = QOAdata.field(fieldNum).externalName;  
  fieldLength = QOAdata.field(fieldNum).valueLenBytes;  
  XML += tagElmStart + %trimr(fieldName) + tagElmBack  
        + %trimr(%subst(fieldValue: 1: fieldLength))  
        + tagElmEnd + %trimr(fieldName) + tagElmBack;  
EndFor;
```

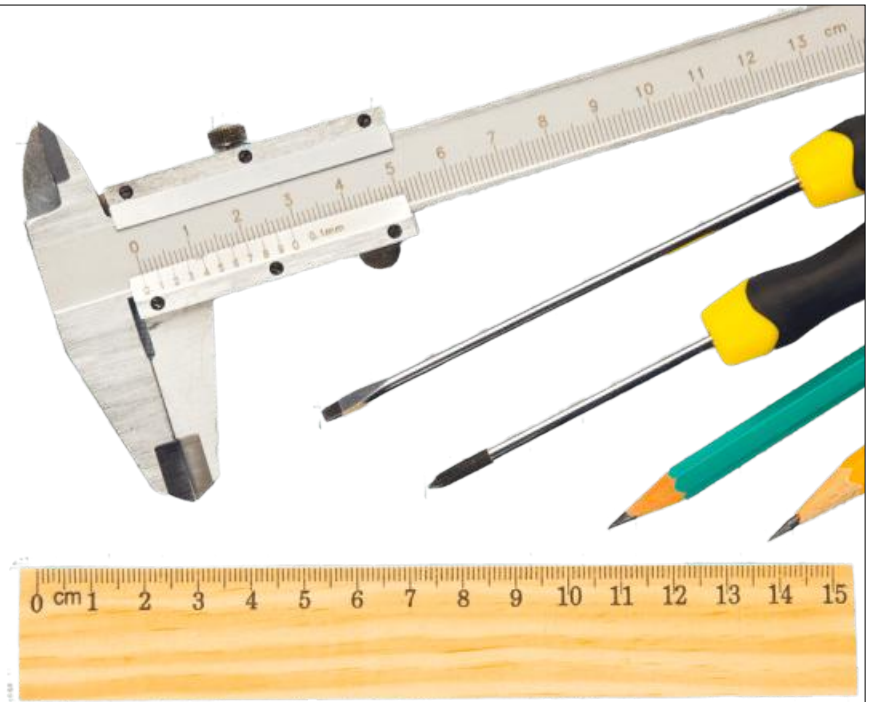
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Motivational

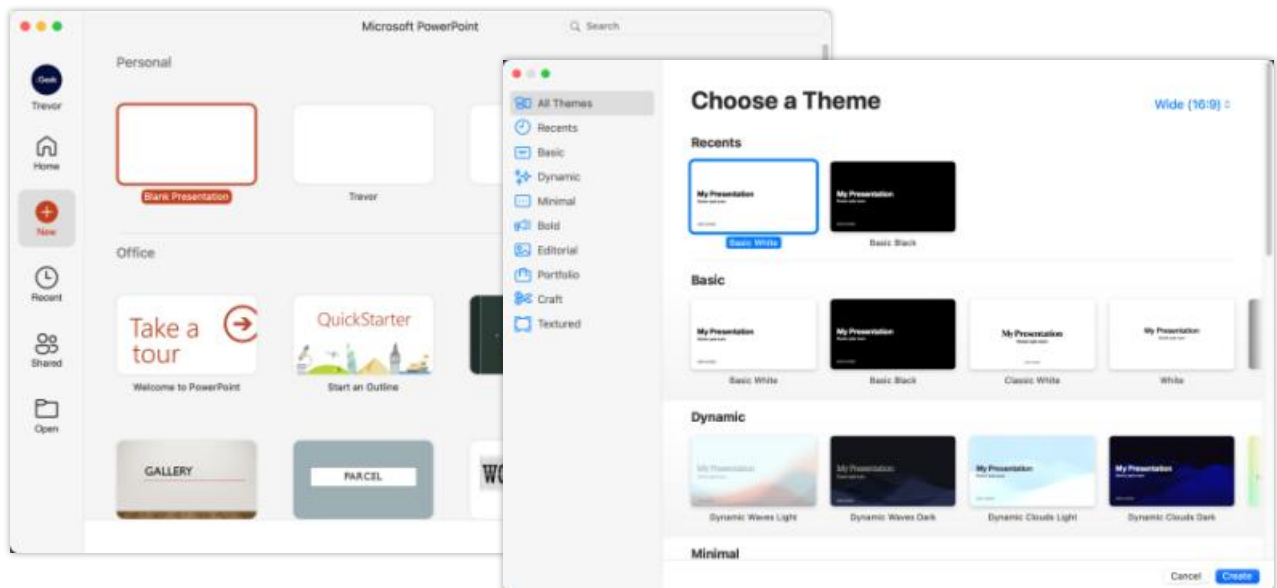


Tools

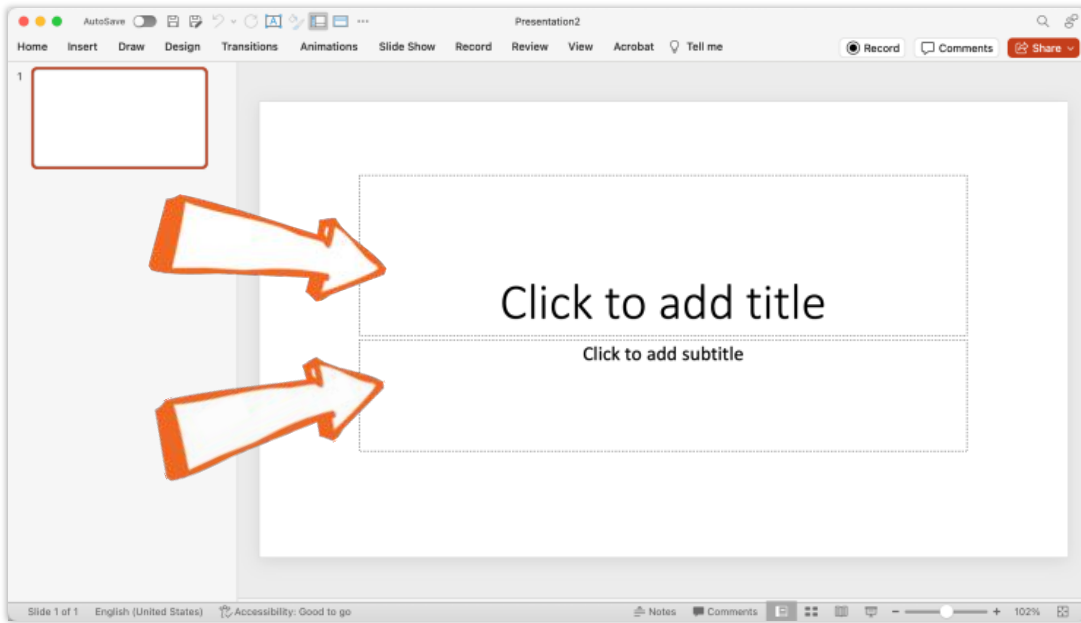
- PowerPoint
- Microsoft 365
- Keynote
- Prezi
- Google Slides
- Canva
- beautiful.ai
- ...



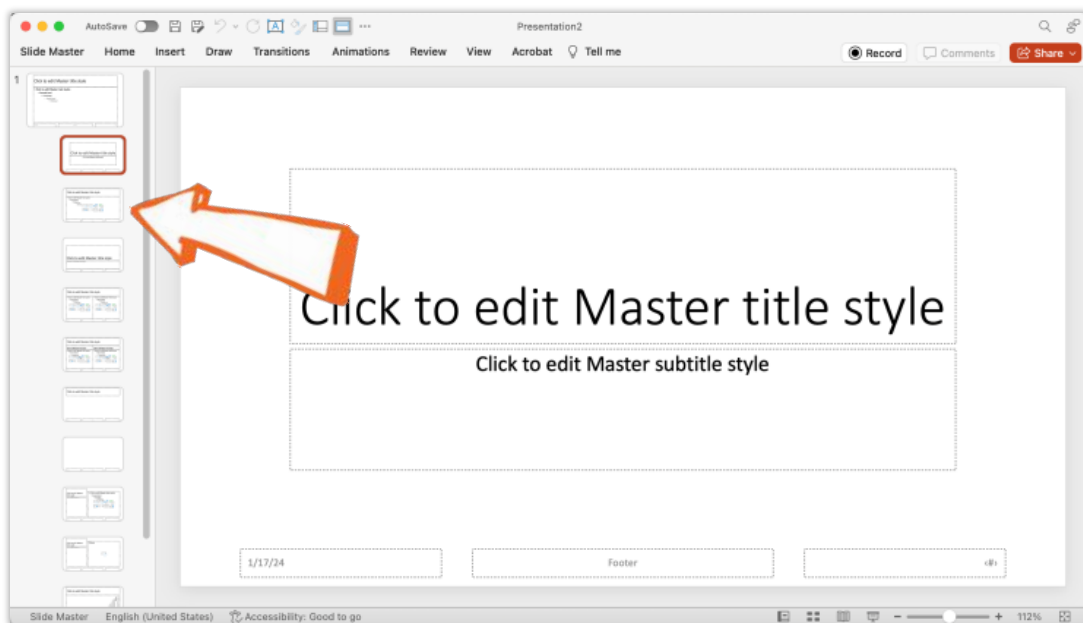
Templates/Themes



Content Placeholders



Master Slides



Screen Size

- Projector Screen



Screen Size

- Desktop
- Tablet
- Phone



Handout

- Separate document
- Marketing collateral
- Sales pitch
- Educational Content



Handout

- Includes
 - Appropriate detail
 - Contact information
 - Salient points



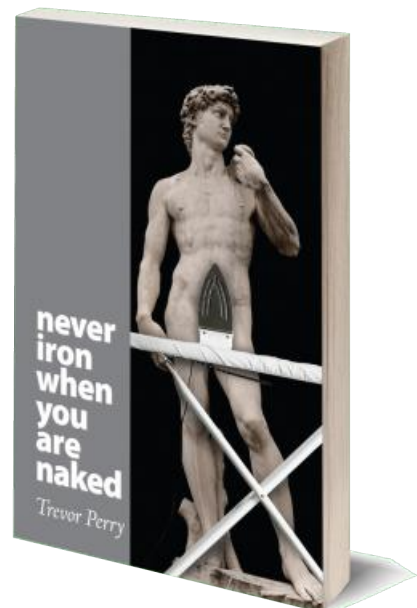
Technical Handout

1. Build Handout Deck
2. Copy
3. Trim new Deck
4. Add Style/s
5. Presentation!



Non-Technical Handout

1. Build Presentation Deck
2. Copy
3. Trim new Deck
4. Remove Style/s
5. Handout!



Non-Handout

- Collateral
- Business Card
- One Sheet
- Book
- Marketing Card



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