PRESENTATIONS

Identify purpose of presentation

Gather information about expectations from those who asked you to present

Develop goals and objectives

Brainstorm a title that's appropriate for goals, objectives, and content

Research topic thoroughly using a variety of resources

Examine presentation styles - lecture vs. small group activities - to find the best way(s) to present materials (check on room set-up)

Outline important points

Timing - Leave time for introductions, breaks, conclusion, questions, and a "cushion" time in case some part takes longer than planned

Develop handouts that are useful and informative

Practice!

are available on the following topics:

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Money
  - Corporate Sponsorship
  - Fundraising
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

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SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

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EFFECTIVE PRESENTATIONS / PUBLIC SPEAKING

Stage 1: The INTERVIEW

You should gather the following information when someone asks you to present a program or be a guest speaker:
- Group or individual requesting presentation
- Contact name and phone number
- Topic or specific issues to address
- Length of presentation
- Date, time, and location of presentation
- Number of participants or those in audience
- Pertinent information about the group's make-up and functions
- Room set-up
- Goals and expectations of the presentation
- Special considerations - things you should take into consideration about the group when planning
- Who will introduce you - give them pertinent information about you for the introduction
- Special guests or VIPs who will be in attendance

Stage 2: Develop the Presentation

Take the information above and put it into an informative presentation by:
- Developing specific objectives to reach each goal
- Researching the topic thoroughly using all available resources
- Outlining the key points
- Examining presentation styles to determine the best way to present the information - lecture vs. small group activities
- Creating a catchy title, introduction and conclusion
- Developing useful and informative handouts

Stage 3: PRACTICE and REFINE Presentation

You should practice the presentation several times looking at the following to determine needed changes:
- Does the information provided match the goals and expectations discussed in the interview?
- Does the title match the material presented?
- Is this presentation style the best way to transmit this information?
- Is the presentation long enough?
- Is there time for questions?
- Is there a cushion time in case the activities go longer than expected?
- Is the presentation interesting? Am I telling people something they already know or something that will bore them?

Stage 4: Last Minute DETAILS

Be prepared in advance of your presentation and gather the necessary materials together:
- Note cards with key points outlined
- Handouts copied and overheads made
- Supplies - paper, pens or markers, tape, etc. for small groups or discussion sessions
- Audio-visual needs - overhead projector, TV and VCR, slide projector - make sure someone has made arrangements for your equipment

Presentation Worksheet

**Topic:** Effective Public Speaking
Audience: KU students
Number participating: 50-75
Date/Time: March 25, 1994 3:00pm
Location: Pine Room, Kansas Union
Length: approx. 60 minutes
Room set-up: Lecture-style

**Purpose:** The ability to present information to both large and small groups is an important skill for leaders. This program will address effective presentation practices.

**Goal:** Participants will learn public speaking skills to improve their style.

**Objectives:** Participants will be presented with the "Steps to Develop a Presentation." Participants will share experiences - both triumphs with and fears of public speaking. Participants will examine their style of public speaking and determine ways to enhance it.

**Title:** Making a SPECTACULAR Public Appearance

**Outline of Key Points**

Introduction: I will talk about the steps involved in developing presentations and some tips to enhance your skills and ease your fears involving public speaking.

**Body:**
- Step 1 - Interview
- Step 2 - Development
- Step 3 - Practice and Refinement
- Step 4 - Details
- Overcoming Fears

**Conclusion:** Today we have talked about the steps involved in developing a presentation and addressed the fears associated with public speaking.

**Questions from audience**

**Supplies/Details:**
- Note cards with key points
- Handouts
- Overheads
- Paper, pens/markers, tape
- Audio-visual needs
- Other

*Practice! Practice! Practice!*