



iEARN Egypt first youth summit 2004

Presentation skill workshop

The place where you can really FACE THE PUBLIC!

Full description

The resource for the presenter

Have you ever tried to convince people from different backgrounds of your ideas and thoughts? Have you ever tried to present your plans and projects to your Directors, principles and teachers?

Have you been in a conference where everyone is looking at you waiting for your speech and you are extremely worried?

If so, then you need to enhance your public speaking and presenting skills. Welcome to the "PRESENTATION SKILLS workshop" to have more tools and abilities that enables you to do it!

As Hamza and Gaafar will lead this, then what are you waiting for! Go ahead and join us where you can really FACE THE PUBLIC and also Play some games and have some fun !

Intro:

The material between your hands is to teach you one of the essential skills you need to have to be a good iEARNer, which is presentation skill. To face the public and give a great presentation, you will need to learn some basic techniques and tips but before we get into this, we need to know what public speaking and presentation are for? Why they are important? And how to use them in conferences and important meetings.

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- Make discussion about what students think of presentation skill and its importance. (Career, overcome shyness even to flirt with girls!)
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Feel terrified to speak in public? Feel like your knees would shake, your voice would tremble, your thoughts would jumble..... you know the rest, then you have to overcome you fear of public speaking.

Public speaking is a common source of stress for everyone. Many of us would like to avoid this problem entirely, but this is hard to do. Whether we work alone or with large numbers of people, eventually we will need to speak in public to get certain tasks accomplished. And if we want to be leaders or achieve anything meaningful in our lives, we will often need to speak to groups, large and small, to be successful.

In this workshop, we will summarize some fear causes along with key principles. So, at the end of the workshop you can be able to beat your stress easily.

Principle #1--Speaking in Public is NOT Stressful.

Most of us believe parts of life are inherently stressful. In fact, most of us have been taught to believe that life as a whole is very stressful!

To deal with any type of stress effectively, you first must understand that life itself, including public speaking, is NOT inherently stressful. Thousands of human beings have learned to speak in front of groups with little or no stress at all. You are no more or less human than they are. If they can conquer the fear of public speaking, so can you! So once you are aware of this stress-producing purpose, you will be able to look at it honestly and realize how foolish it was. How many public speakers get 100% approval from their audiences? The answer is zero!

Principle #2--You don't have to be Brilliant or Perfect to Succeed

Many of us have observed public speakers and thought to ourselves "Wow, I could never be that smart, calm, witty, entertaining, polished . . . or whatever." Well, I've got good news for you-- you don't have to be brilliant, witty, or perfect to succeed. That is not what public speaking is all about. I know it may look that way, but it's not. You can be average. You can be below average. You can make mistakes, get tongue-tied, or forget whole segments of your talk and still be successful.

It all depends on how you, and your audience, define "success." Believe me; your audience doesn't expect perfection.

The essence of public speaking is this: give your audience something of **VALUE**. That's all there is to it. If people in your audience walk away with something (anything) of value, they will consider you a success. If they walk away feeling better about themselves, feeling better about some job they have to do, they will consider you a success. If they walk away feeling happy or entertained, they will consider their time with you worthwhile. Even if you pass out, get tongue-tied, or say something stupid during your talk . . . they won't care! As long as they get something of value, they will be thankful.

Remember! The operative word here is GIVE not GET! The purpose of public speaking is not for you to get something (approval, fame, respect, sales, clients, etc.) from your audience. It is to give something useful to your audience.

Principle #3—Focus on Main Points

You don't have to deliver mountains of facts or details to give your audience what they truly want. Many studies have shown that people remember very few of the facts or information speakers convey. You only need to make two or three main points to have your talk be successful. You can even have your whole talk be about only one key point, if you wish.

Principle #4--The Best Way to Succeed is Not to consider Yourself a Public Speaker!

With a little knowledge and a few key points, and be yourself. Everything else will usually work out. It might be a little rough the first few times you try it, but after a while, you'll settle into some very successful ways of being that will be all yours and no one else's. In general you can do the next, close your eyes, take a deep breath, and make the words come out very smoothly to deliver your ideas and thoughts to the audience. Just like a vehicle for communicating ideas and information.

Principle #5--When You Speak in Public, Nothing "Bad" Can Ever Happen!

Most of the "negative" things that happen when you're speaking can be handled by keeping this one simple, but powerful, principle in mind: everything that happens can be used to my advantage.

If people get up and start to head for the door, you can stop what you're doing and ask for feedback. Was there something about my topic, my style, or my manner of presentation that was offensive to them? Were they simply in the wrong room at the start and didn't know it? Did someone misinform them about what my talk was going to cover?

For example, if you get nervous when you stand up to speak in front of a group, or if you suddenly feel nervous during the middle of your talk, don't hide this fact from your audience (they can tell anyway). Be real--and humble--by acknowledging your fear openly and honestly. Ask your audience for forgiveness while you take a few moments to collect yourself.

Principle #6—Count non your audience

The last principle to remember is that your audience truly wants you to succeed. Most of them are scared to death of public speaking, just like you. They feel for you. They will admire your courage. And they will be on your side, no matter what happens.

This means that most audiences are truly forgiving. While a slip of the tongue or a mistake of any kind might seem a big deal to you, it's not very meaningful or important to your audience. Their judgments will usually be much more lenient than yours. It's useful to remind yourself of this point, especially when you think you've performed poorly.

So, if you know your subject well, or if you've spoken about it many times before, you may only need a few minutes to prepare sufficiently. All you might need is to remind yourself of the two or three key points you want to make, along with several good examples and supporting facts and . . . BOOM you're ready to go.

Ok, if you want to impress your audience with such a confident speech, then you need to fully understand the key principles above.....

- Thinking that public speaking is a stressful thing to do (it's not).
- Thinking you need to be brilliant or perfect to succeed (you don't).
- Trying to please everyone (this is unrealistic).

- Trying to emulate other speakers (very difficult) rather than simply being you (very simple).
 - Thinking your audience will be as critical of your performance as you might be.
 - All You Need is Two or Three Main Points.
 - Nothing "Bad" Can Ever Happen!
 - Your Audience Truly Wants You to Succeed.
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Now, we guess that you are ready to face the public! So let's give you some techniques that help you to develop your presentation skills.

Hints and techniques:

- Try to make new thingz! Insert creative ideas to attract their attention.
 - Use simple language.
 - Write important/main points as small notes.
 - Divide your speech into 3 main parts; intro, main body and ECHO.
 - Shift your voce tone as needed.
 - Maintain your eye contact.
 - Use body language and face reactions to minimize the gab between the presenter and the audience.
 - Use posters that help you do the most of the "talking". A poster should be well designed, attractive, present only the necessary and important information and make people say " I want to do this!"
 - Pay attention to how the audience respond, then adapt yourself to their reaction. For example, you are in the middle of the speech and feel like they have already slept! Then get down to them and ask them, make a discussion and make everyone feels like he is the next to be asked.
 - Know names and make relations.
 - Make your mind alive! If an idea pops up your mind just when are at the middle of the speech, why Not?
 - Use tools around you if possible and if will help.
 - Design unforgettable messages.
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And always remember, it's your presentation. You know well when to say this and not to say that. So this material is just to help you develop your presentation skill but for sure, you are the man to impress your audience, GO for it!!

For further information about the workshop, contact the facilitators:

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Games & activities:

The games' main goal is to develop presentation skills at participants and how they can overcome their fear when they do a presentation and also to have fun. There will be 3 games in the workshop and students will be divided into 3 groups of 5 members.

The first game:

Each group prepares its speech and one volunteer come to present. Letting students give small presentations about some topics and how they handle it in a comic way that each group represents a certain character in that topic. (2 rounds or more with different topic for each).

The second game:

The presenter asks some students to act the WORST presentation and how it can look like. Outcomes are considered highly important as this activity learn them to see how tension and fear can ruin a presentation. Other students will be asked to answer what are techniques he missed and to criticize him as well.

The Third game:

The objective of this game is how to enable students to use visual tools (posters, chairs, personal stuff) to express their ideas better and how they can be creative as much as possible to present the idea. They can try to promote for their products. The presenter may interfere and put in certain problem (conflict) and see how students will deal with it.

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