

Delivering Powerful Presentations

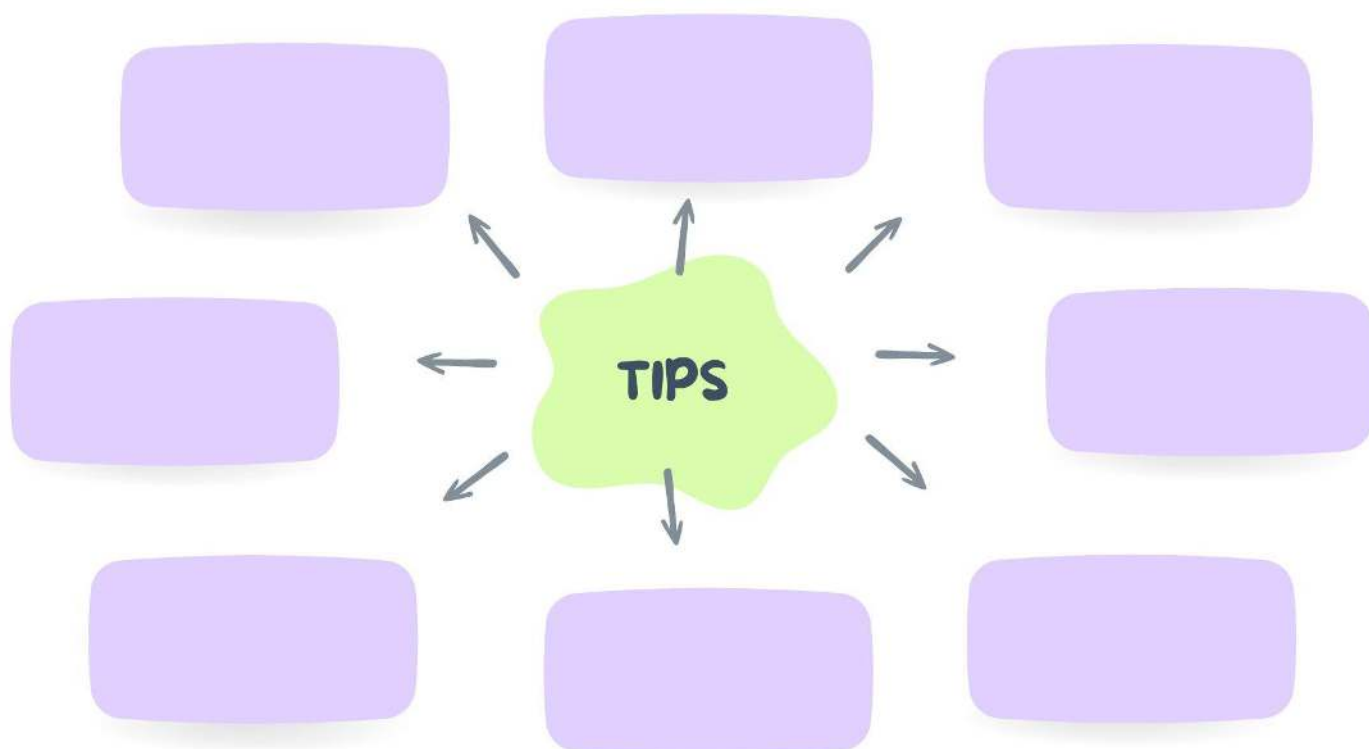


Warm up

- Is giving presentations an important part of your job? Why or why not?
- How do effective presentation skills contribute to success in your career?
- Do you get butterflies in your stomach before giving a presentation? What advice would you offer to someone feeling nervous about presenting?
- What do you think makes a presentation memorable and impactful?
- Reflect on presentations you've seen or delivered that left a lasting impression.



1. In pairs or small groups brainstorm tips on giving an effective presentation.





2. Watch the presentation [Less stuff, more happiness¹](#) and take note of various techniques the presenter uses to engage the audience and convey their message effectively. Here are some specific aspects you can focus on:

- Delivery: How does the speaker's tone, pace, and body language contribute to their message?
- Organization: Is the presentation well-structured with clear transitions between sections?
- Visual aids: What visual elements are used to enhance understanding and engagement?
- Audience engagement: How does the speaker interact with the audience?
- Rhetorical questions: How does the speaker use rhetorical questions?
- Effectiveness: Does the presentation effectively convey the message and leave a lasting impact?

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3. After watching the presentation, share and discuss your observations. Here are some questions to guide the discussion.

- a) What did you think of the presentation? Did you find it engaging and informative?
- b) What specific techniques did you notice the presenter using to capture the audience's attention?
- c) Which aspects of this presentation stood out to you as particularly effective?
- d) Were there any areas where the presenter could have improved?
- e) How can you incorporate the techniques you observed into your own presentations in the future?



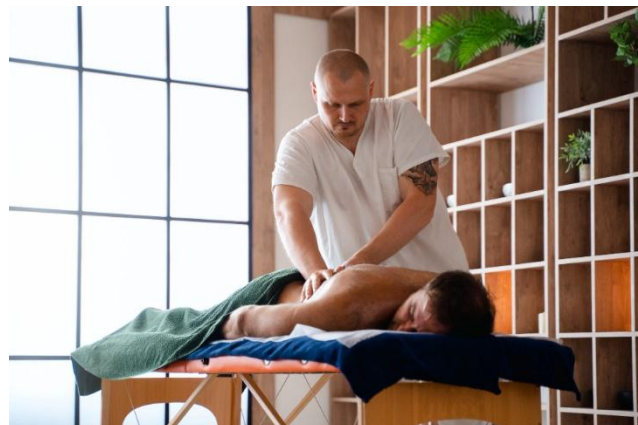
¹ https://www.youtube.com/watch?v=thJKcwi5N3I&ab_channel=TEDTalk



4. Your company has a budget for a new product or service for the office. Choose one from the list and pitch it to the class. You have 5 minutes to prepare.



Napping bunk beds



Professional massage service



Professional barista



Office workout equipment



Chillout areas

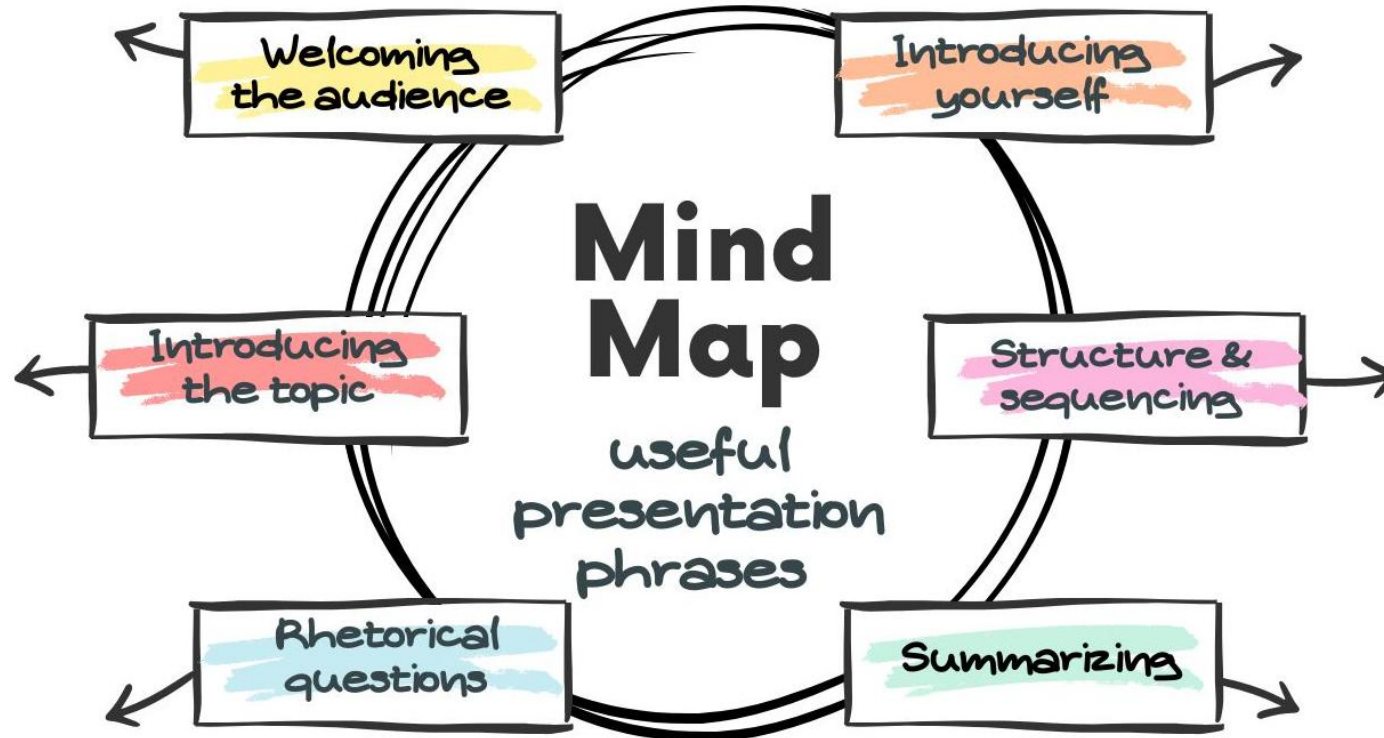


Office happy hours

- After hearing all the presentations, which idea do you think would be most beneficial for the office? Explain your choice.
- What potential challenges do you foresee in implementing the chosen idea, and how can they be addressed?
- Which presentation incorporated the most innovative or creative elements in their pitch? How did this influence your vote?
- Did any other specific points or arguments sway your opinion?



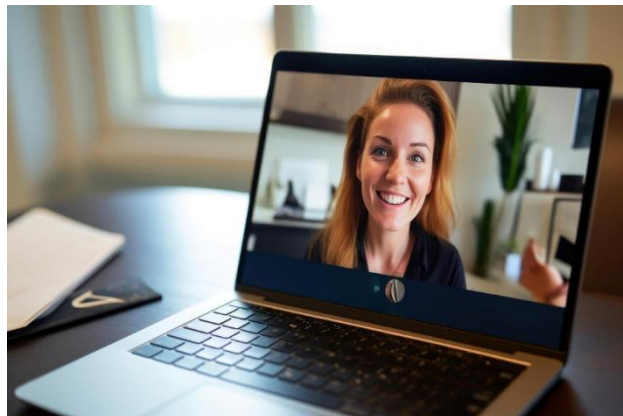
5. Work with a partner and brainstorm useful phrases for presentations. Share your phrases with the rest of the class.





6. Discuss: Online vs. Face-to-face

1. Do you prefer giving online or face-to-face presentations? Why?
2. What are the pros and cons of presenting online versus face-to-face?
3. How does audience engagement differ in online versus face-to-face presentations, and what adjustments can presenters make to ensure participation in each?
4. What adjustments are needed for body language and delivery style in online presentations compared to face-to-face?
5. How should Q&A sessions differ between online and face-to-face presentations?
6. What's the role of preparation in online versus face-to-face presentations?



7. Work with a partner and prepare a presentation using some of the phrases from the previous activity. Choose one of the topics below. You have 15 minutes to prepare.

1. The Benefits of Remote Work
2. Time Management Techniques
3. Promoting Work-Life Balance
4. Understanding Our Company: What We Do, How We Work, and Future Challenges

Make sure to:

- Use clear and effective presentation techniques.
- Incorporate visual aids if possible.
- Engage your audience with questions or interactive elements.

