Presentation Skills Workshop

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Why are you here?

Share your knowledge

- Encapsulate
- Engage
- Empower
What we will cover
Share your knowledge

• Building your story
  - Organize your presentation
  - Design effective slides
  - Make it real with a demo

• Delivering your message
  - Speak confidently
  - Engage, enthuse
  - Manage questions
Organize your presentation

Build your story
Reality & the task at hand
Build your story

• Time
• What to include
• How to present
The tyranny of time
Tell your story

• 20 minutes
• Answer
  - Who?
  - What?
  - Why?
  - How?
  - Benefits?
  - Lessons?
  - What’s in it for me?
• Best practice – 80%
What to include?
Build your story

- Review your abstract
- Select the essentials & prioritize
  - Need
  - Good
  - Nice

3D Visuals for Modeling Spatial Analysis
Track: Analysis, Geoprocessing and Visualization

Presenter(s): Prof. E. McSquared PhD

Using only 2D DEM data from an actual case study of the Mount St. Helens volcano, the presenter will demonstrate how to use ArcGIS Spatial and 3D Analyst tools to create a 2D polygon feature class representing the material displaced in the massive 1980 eruption. That data set will then be rendered using ArcScene to create an interactive 3D visualization.
Determine how to present

Build your story
Slides

Build your story
How many slides?

Build your story

20 minutes + 2 to 3 minutes per slide = 7 to 11 slides
Design your slides

Build your story

- **ONE** major concept per slide
- Use graphics over words
- Animate appropriately
- Be concise, be specific
  - Begin with active verbs
  - Avoid jargon
  - Avoid acronyms & abbreviations
  - **Spelling matters!**
Create your slides

Build your story

• Set a consistent look & feel
• Be careful with copy-and-paste
• Remember the back of the room
Examples - Do
Build your story
Animation Example: ArcGIS Server architecture at 10.1

Build your story
Demos

Make it real
Effective demo techniques
Make it real

- Describe process / workflow
- Highlight results
- Showcase functionality
Build your demo
Make it real

• Keep it simple
• Pre-process steps
• Script it!
  - Demo steps & key points
  - Setup and reset
Demo

Make it real
The presentation
Deliver your message
Speak effectively
Deliver your message

• Mind your appearance
  - Dress for success
  - Look in the mirror

• Create a strong presence
  - Confident body language
  - Active eye contact

• Utilize your voice
  - Project and enunciate
  - Modulate tone & volume
Connect with your audience
Deliver your message

• Actively assess audience’s mood

• Keep them engaged
  - Tell a story
  - Relate anecdotes
  - Ask questions
  - Evoke enthusiasm
Answer their questions
Deliver your message

• Decide how to handle questions
  - During, at end, or designated moment
• Wait for the question
• Repeat the question
• Address answers generally
• Know when to defer or deflect
• OK to say “I don’t know”… but
  - Identify supporting resources
  - Follow up
Combat nervousness

• It’s NOT about you

• Be prepared
  - Know your stuff
  - Practice, practice, practice
  - Plan for contingencies

• Address physical needs
  - Breathe
  - Have water handy
  - Use the restroom
  - Eat and sleep
Conclusion

Pulling it all together
Encapusulate, engage, empower
Pulling it all together

• Build your story
  - Tell a credible story
  - Make it “real” with a demo

• Deliver your message
  - Focus on the content
  - Appearance, presence, voice
  - Beat nerves
  - Enjoy the spotlight…!
Speaker Resources
Pulling it all together

• Speak Resource Center
  - Room 33B/C
• Presentation Skills hand-out
• Presentation Skills Workshop
  - Monday, July 15th 4:00 PM
  - Tuesday, July 16th 7:00 AM
  - Tuesday, July 16th 12:00 PM
  - Wednesday, July 17th 12:00 PM
Thank you…

• Please fill out the session survey:
  
  First Offering ID: 2034 (7/14, 4:00 PM)  
  Second Offering ID: 2035 (7/15, 7:00 AM)  
  Third Offering ID: 2036 (7/15, 12:00 PM)  
  Fourth Offering ID: 2037 (7/16, 12:00 PM)  

  Online – [www.esri.com/ucsessionsurveys](http://www.esri.com/ucsessionsurveys)  
  Paper – pick up and put in drop box
Questions?
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