



3 STEPS TO A Perfect Presentation

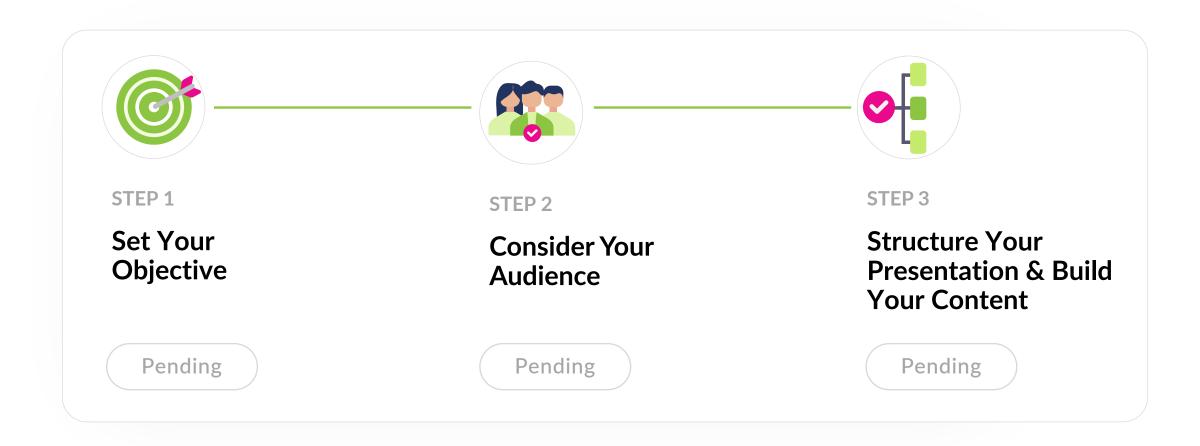
Use our simple 3-step planner to ensure your presentation is perfect in every way

Start Here!





3 EASY STEPS

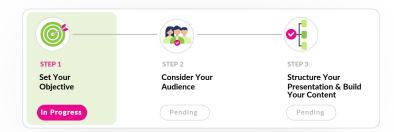






STEP 1

Set Your Objective



Now, let's kick your presentation into gear and focus on your objective. To do this, you need to think about what you want the audience to think, feel and do at the end of your presentation.



Think:

What would you like the audience to be thinking at the end of the presentation?



Feel:

What would you like the audience to feel at the end of the presentation?



Do:

What actions would you like the audience to take as a result of of the presentation? User response

User response

Customer experience:

Think: We need to understand the importance of placing the customer experience at the center of everything we do.

Feel: Optimism, Empowered.

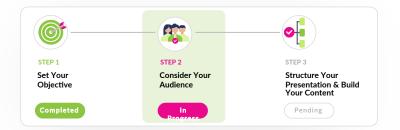
Do: Run CX workshops for staff

Customer Experience





STEP 2 Audience Analysis



One of the secretes to a good presentation is engaging your audience. It's important to understand who the decision makers and key influencers are in your audience. If you understand their comunication style you can tailor your message to ensure relevancy and success

To understand the different comunication styles click on the green button on the right

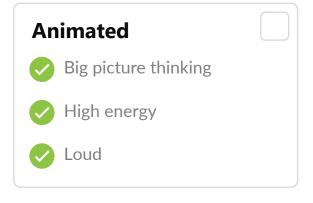
How to tailor to the 4 comunication styles

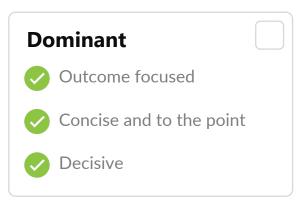
1.Name*

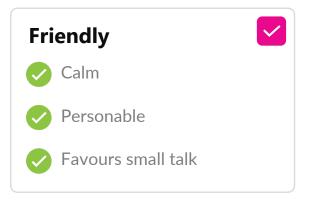
*identify the key people in your audience

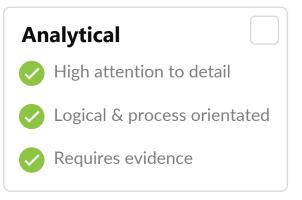
User response

2. Selected communication style below are characteristic of people communication styles, select the appropriate style for your people in your audience





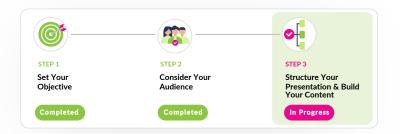








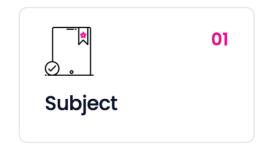
STEP 3 Develop and Structure Your Content

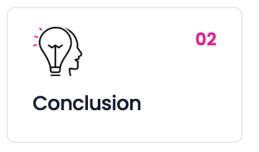


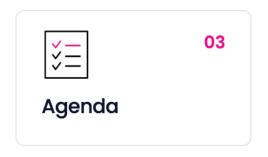
This section is a biggie! Structure allows your audience to remember your presentation. Your content must be compelling. So, let's do what the pros do!

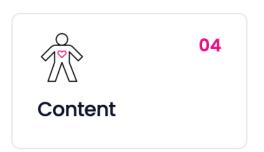
The magic of building your presentation comes when you follow a specific order, which is set out bellow

Helpful hint: The tool will read your presentation back to you. To ensure it's accuracy, write your sentences in full with appropriate punctuation



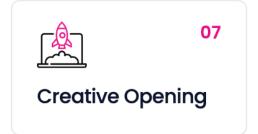






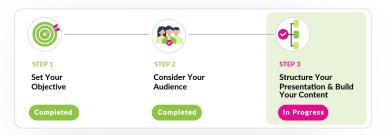












Identify how you will introduce the subject of your presentation

Tips:

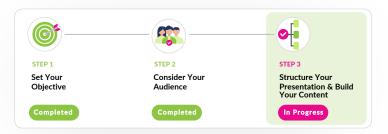
- 1. Write your topic in 'active verb'.
- 2. Write with conversational language to bring it to life

Click here for examples

User response



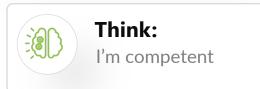




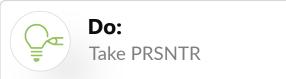
A conclusion is an action or a next step you would like the audience to take. Write down your overall thoughts and ensure your "do" in your objective is reflected in your conclusion

Click here for examples

User response

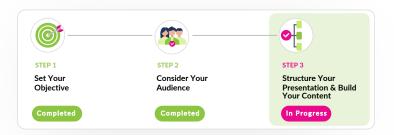












To keep it simple and easy to follow, break your presentation into 3 key agendas. Try and stick to these 3 agendas. This will assist retention and clarity of your message. If 3 is not possible, the maximum number of agendas in your presentation should be 5.

Note: The agendas on this page are only headings and will be expanded on in the next section. Restrict your headings to one sentence.

Click here for examples

Write down your agendas in the space below

User response

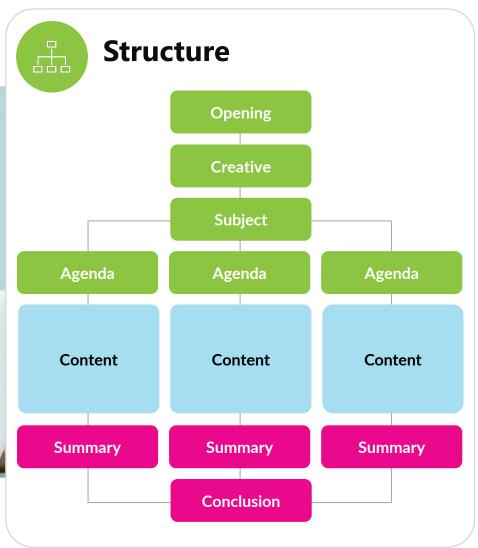
User response

+ Add Agenda



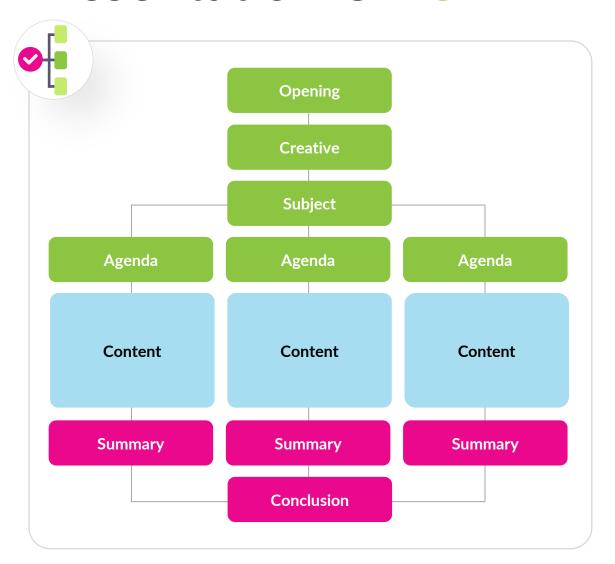
Develop and Structure
YOUR CONTENT







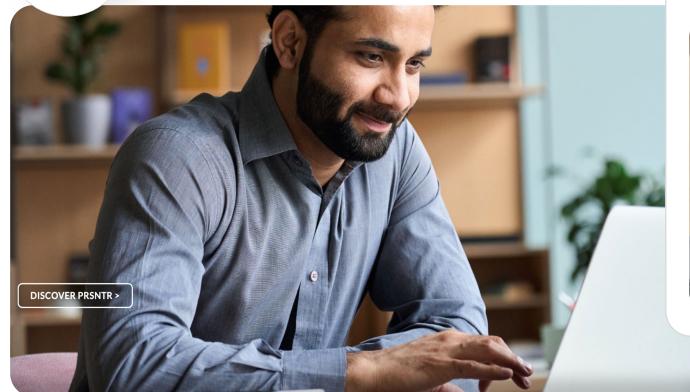
Presentation On ONE PAGE







Recording and Al Driven FEEDBACK











AI DRIVEN FEEDBACK DASHBOARD

Confidence Rating:

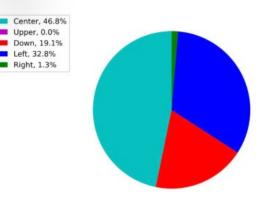


Retake Video

Presentation Structure

Coaching Videos





Tips for Eye Contact

EYE CONTACT SCORE:

Face to face presentations:

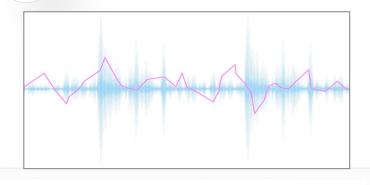
You are aiming for an even spread of eye contact, left, center and right and very little looking down or up. If you have key people in your audience, you should be giving them more than 50% of the eye contact but not at once

Virtual presentations:

Your eye contact should be at least 90% in the center, as your camera is your audience.



VOICE



Pace (wpm) 186

Pauses

Filler word Um/like

Tips for Voice

VOICE SCORE:

Pace: A comfortable presenting pace should be between 100 and 150wpm

Tip: If your pace is too fast, pause more

Pause:

You should aim for 6-8 pauses per minute

Tip: A pause can in a sentence or at the end. You pause for punctuation and emphasis

Filler words:

Try and eliminate your filler words

Tip: Replace your filler word with a pause



GESTURE

(Your feedback is based on the number of gestures not the quality)

Minute 1:

Awesome, that was magnificent! You are using your gestures to add interest.

Minute 2:

We didn't see any gestures. Is this a missed opportunity?

Consider using gestures to help you emphasise your key message

Tips for Gesture

GESTURES:

Calculate your total score. Exceptional presenters, gesture on average 20 - 30 times in 2 minutes.

Presenting in meeting rooms: Greater number of conservative to moderate gestures

Virtual Presentations: Greater number of conservative to moderate gestures

Presenting in an auditorium: Greater number of dynamic gestures