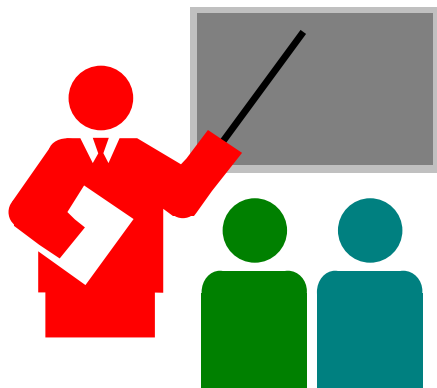


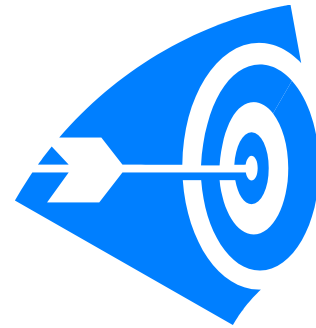
Making Successful Presentations



Guest Lecture
by **Murali Valiveti**
at Bapatla Engineering College
on 29 July 2005

Aim

To teach
how to prepare
and deliver
effective presentations



About myself

Murali Krishna Valiveti

B. Tech. in Civil from BEC, 1989

M. Tech. in IE from NITIE, Mumbai, 1990

Sonata Software, Bangalore, 1991-1993

Arab National Bank, Riyadh, Saudi Arabia, 1994-1999

Saudi Hollandi Bank, Riyadh, Saudi Arabia, 1999-2005

IT Development, Analysis, Project Management, Quality Assurance, PMO

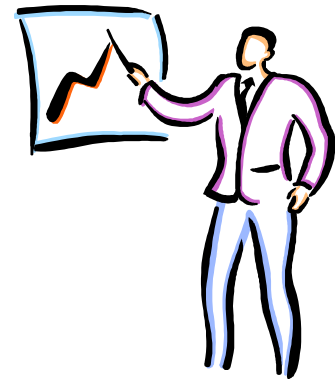
Banking, Manufacturing, BPR, Management



Setting the Ground

What is a Presentation?

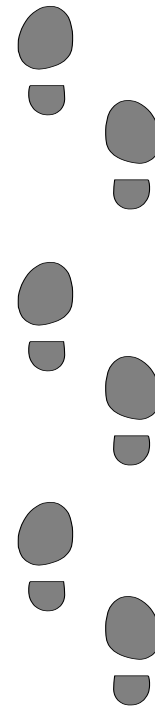
Give information or a **point of view**
in a **structured** manner
in order to satisfy the **needs**
of an **audience**





The Steps

1. Plan
2. Develop
3. Prepare
4. Deliver
5. Close



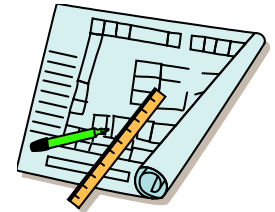
Step 1 - Plan the Presentation

- The Topic
- The Goal
 - Stated, hidden
- Audience Needs
 - Who, their knowledge, expectations
- and the Action Plan



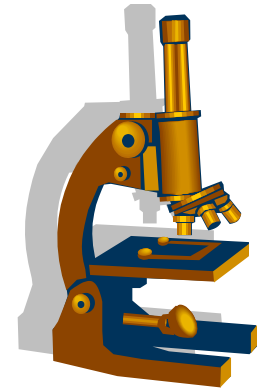
Step 1 - Plan: Tips

- **Expectations**
Audience, management, self
- **Best presentation mode**
On-screen, large-screen, flip charts, overhead projection, handouts
- **Time to speak**
- **Schedule to prepare and practice**




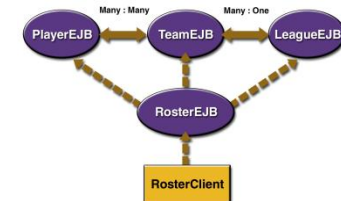
Step 2 - Develop the Presentation

- **Research**
Internet, libraries, interviews...
- **Structure and then details**
Top-down approach, outline mode
- **Supporting aids**
Handouts, fact sheets, additional slides
- **Review**
Read aloud, give to someone



Step 2 - Develop: Tips

- Your own presentation
- KISS Principle 
- Contents first
- Pictures, tables, graphs
- Examples



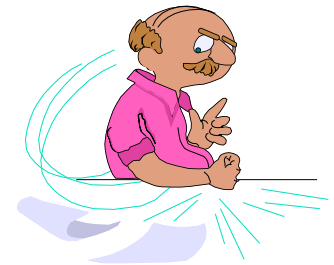
Step 2 - Develop: Tips continued...

- 3 minutes per slide
- Bullets to organize
- 6 x 6 rule
- 20 words per slide
- Short words (e.g., aim for objective)
- Abbreviations & Sloppy editing



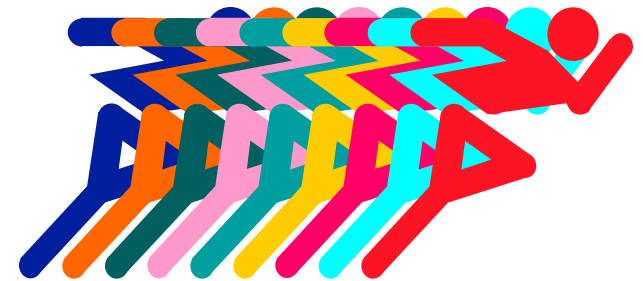
Step 2 - Develop: Tips continued...

- **C**olors - emotions
- Fonts - *three per slide*
- CAPITALS
- Consistency from slide to slide
- Transitions and animations
- Key items with a **b**right color



Step 3 - Prepare to Present

- The topic
 - Read, prepare notes, collect supporting aids
- The location
 - Room layout, facilities
- Rehearse
 - Dry run, record and replay
- Practice, Practice, and Practice



Step 3 - Prepare: Tips

- Dress Code
- Speaker notes
- Back up materials
- Time your presentation
- Go to venue well in advance
- Projection
- Arrange handouts



Step 4 - Deliver the Presentation

- Verbal message
 - Tone, language, pace
- Visual message
 - Lighting, brightness, colors, pictures
- Body language
 - Keys, pens, turning your back
- Eye contact



Step 4 - Deliver: Tips

- Take a few minutes
- You are the expert - smile & relax
- Start on time
- Introduce yourself
- Explain ground rules

Questions, breaks



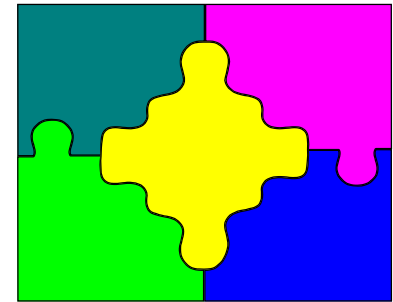
Step 4 - Deliver: Tips continued...

- No distractions
- Repeated words
OK, you know, um...
- The mouse pointer
- Speak at normal pace
- Speaker notes word/



Step 5 - Close the Presentation

- Summarize
- List action items
 - What, Who, and When
- Know when to STOP talking
- Ask audience for feedback



Step 5 - Close: Tips

- Beyond the allocated time
- Take permission to extend
- Q&A - Focus on the topic
- Thank participants
- Publish action items
- Follow up on the action items, if right



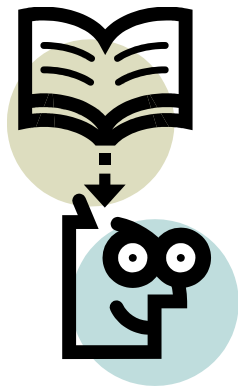
Summary

- Defined "Presentation"
- The Steps
 - ① Plan
 - ② Develop
 - ③ Prepare
 - ④ Deliver
 - ⑤ Close



Making Successful Presentations

Any Questions?



Thank You

