

# Presentation Skills – exercice

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# Before you start

- Determine your goal – what is it that you want to achieve?
  - Inform
  - Determine action
  - Motivate
  - Sell
  - Persuade
- Know your audience

# How to conquer your fear

- Start small
- Prepare
- Know your topic
- Find a friendly face in the audience
- Practice, practice, practice



# A few words about the message

- The message is what people remember, not what people hear
- Should be clear, concise, simple
- The message should be adapted to the audience
- Build the message together with your organization

# Characteristics of successful presentations

- Are well organized
- Seem spontaneous, although they are carefully planned
- Impress the audience
- Are fluent
- Finish on time

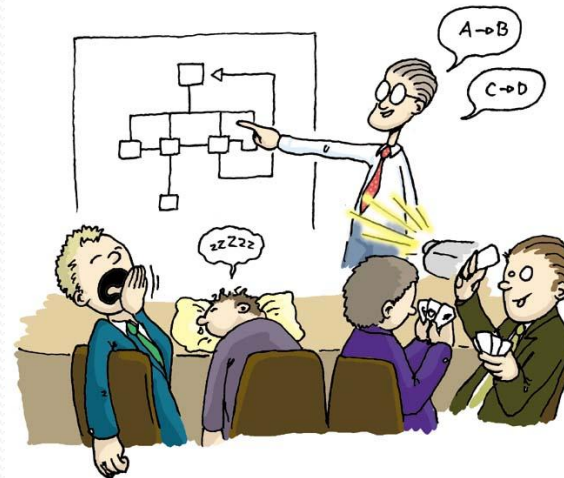
# Presentation do's and don'ts

## DO'S

- Prepare
- Know your presentation
- Stay focused on your topic
- Relax
- Smile
- Use some humor

## DON'TS

- READ
- Too long
- Low, soft voice



# Exercise

- Prepare a 3 min. presentation at your choice:
  - Informative
  - Educational
  - Motivational
  - Political.

