



# DELIVERING AND FACILITATING EFFECTIVE PRESENTATIONS

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# KEY COMPONENTS

✓ Presentation Anxiety

✓ Virtual Presentations

✓ Audience Expectations

✓ Engage your Audience

✓ Start and End Strong

✓ Presentation Pitfalls

✓ Respond to Questions





# Presentation Anxiety

The background of the slide is a photograph of a steep, rocky mountain peak, likely El Capitan in Yosemite National Park, under a warm, orange-hued sky at sunset or sunrise. The mountain face is rugged and vertical, with some sparse vegetation on the lower slopes. The sky is a gradient of soft orange and yellow, with some light clouds.

Fear is excitement  
without the breath.

Frederick Salomon Perls





# Managing Presentation Anxiety

**Breathe**

**Prepare**

**Practice**

**Visualize**

**Accept**





# Virtual Presentations

Background

Webcam

Lighting

Tone

Protocols



Engagement Tools

Silence

Audio

Talking Points

# Audience Expectations

- Customized
- Credibility
- Significance
- Connection



# Engage Your Audience

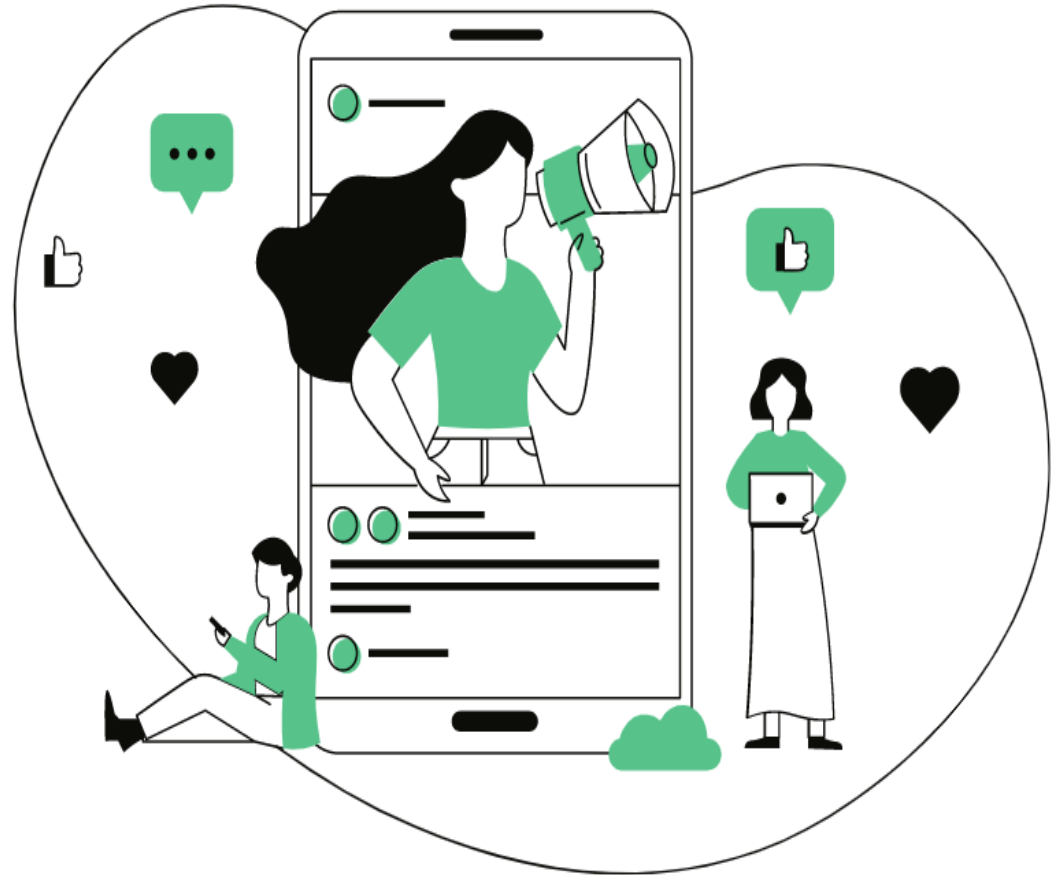
- Chat Box
- Polls
- Cameras
- Q&A
- Raised hands/gestures
- Stories
- Anecdotes
- Quotes





# Start and End Strong

- Connect
- Surprise
- Question
- Engage
- Visuals
- Inspire
- Challenge
- Quote







# Presentation Pitfalls

- Timing
- Technology
- Audience
- Approach
- Jargon



# Responding to Questions

- Protocol
- Anticipate
- Scope
- Listen
- Understand Context
- Be Concise
- Don't Answer if you Don't Know





# Final Thought

"Be yourself, everyone else is already taken."  
- Oscar Wilde

# Q&A

