



**We'll  
Begin  
Shortly**

**SPEAK WITH AUTHORITY,  
CONFIDENCE AND IMPACT**





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SCHOOL OF EXTENDED EDUCATION

# TODAY'S AGENDA

- Crafting an effective presentation
- Preparation Guidelines
- Delivering with impact

PUBLIC SPEAKING IS STILL  
**THE #1 FEAR**  
FOR THE MAJORITY  
OF PEOPLE



A top-down view of a white table. In the center, the text "LET'S TAKE A QUICK POLL" is written in a large, grey, sans-serif font. Surrounding the text are several hands and objects: a hand holding a red pen near a tablet on the left; a hand holding a blue and white marker on the right; a hand pointing at the bottom right; a hand holding a red and white marker on the bottom left; a cup of coffee in the top right; and a hand resting on the table at the top center.

LET'S TAKE A  
QUICK POLL

# 4 WAYS TO CRAFT AN EFFECTIVE STRUCTURE?



**1**

**Learn as much  
as you can  
about your  
audience**

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**2**

**Identify what  
you want the  
audience to  
know, think, say  
and do at the  
end of your talk**



A top-down view of a white table. In the center, the text "LET'S TAKE A QUICK POLL" is written in a large, grey, sans-serif font. Surrounding the text are several hands and objects: a hand holding a red pen near a tablet on the left; a hand holding a blue and white marker on the right; a hand pointing at the bottom right; a hand holding a red and white marker on the bottom left; a cup of coffee in the top right; and a hand resting on the table at the top center.

LET'S TAKE A  
QUICK POLL





3

Clarify your purpose

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4

Connect your purpose to the “**why**” of your audience

# EXERCISE

Within the next month, describe what you will talk to someone about

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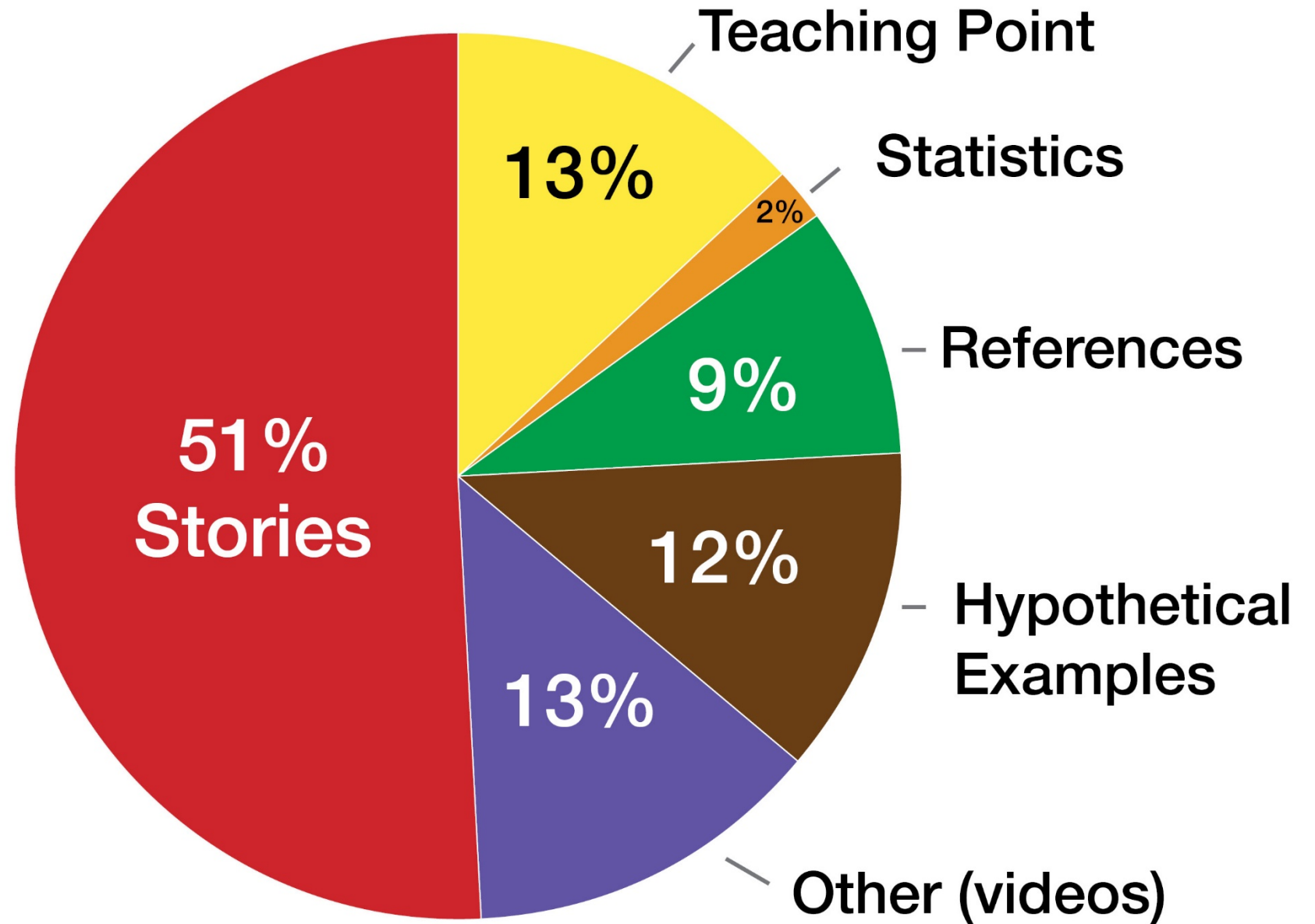
What is your purpose?

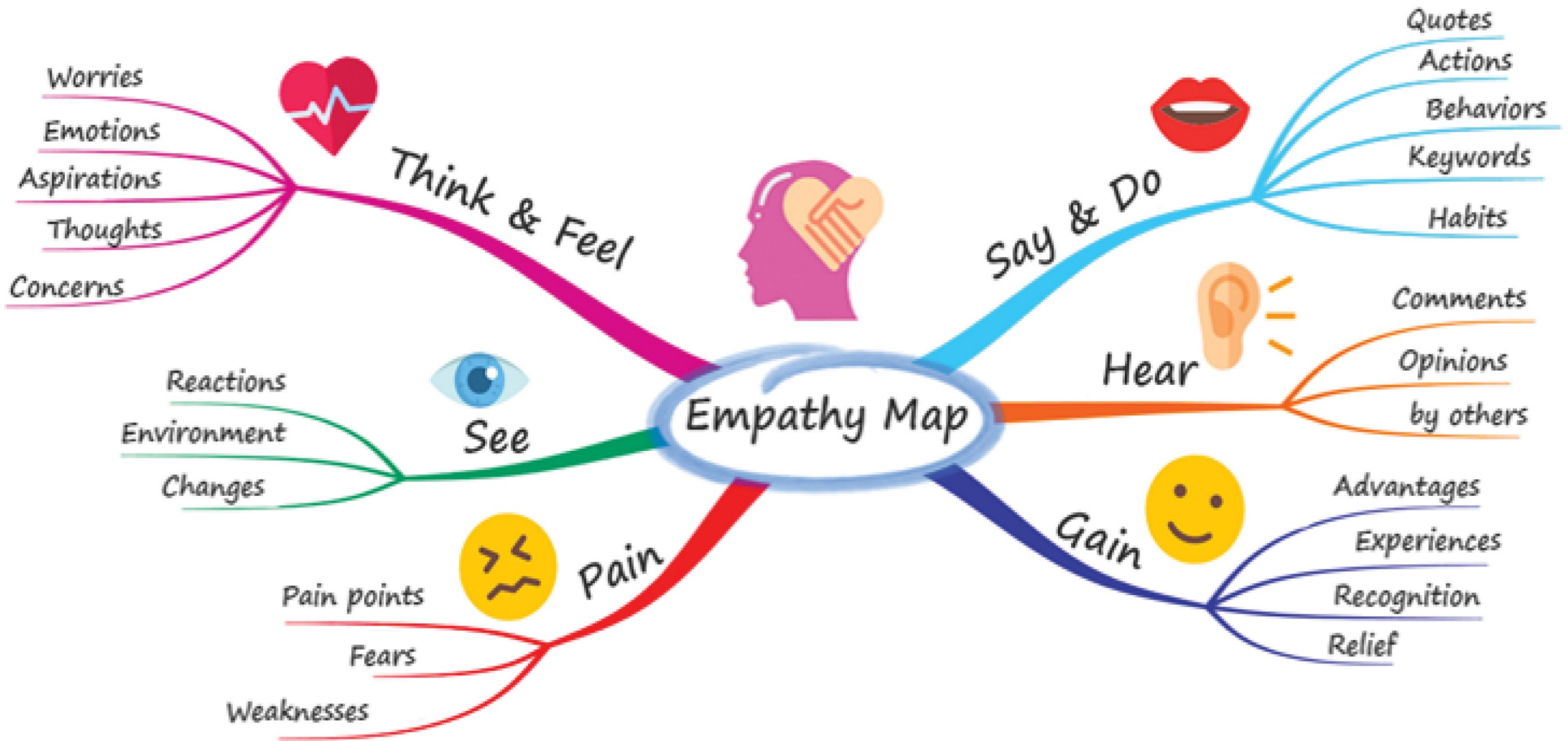
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What is in it for them?

**GUIDELINES  
TO MAKE AN  
INTERESTING &  
MEMORABLE TALK**

*John Maxwell Method*





**CREATE AN  
EFFECTIVE  
STRUCTURE**

## **MINDMAPS**

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### **Outlines**

I Subject 1

a)

b)

II Subject 2

Number of key points

# PREPARATION GUIDELINES

## *MENTAL*



**MINDSET/ATTITUDE**

## *PHYSICAL*



**MOUTH**



**BREATHING**

# ATTENTION GETTING OPTIONS



**QUESTIONS**



**STATISTIC**



**FACT**

# VISUAL AIDS



**FLIP CHARTS**



**POWERPOINT**



**PREZI**



# CHARTS



**BAR CHARTS**

*Quantities*



**LINE CHARTS**

*Trends*



**PIE CHARTS**

*Percentages*



## **VISUAL**

*What they see when  
they look at you*

**Clothing**

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**Hair**

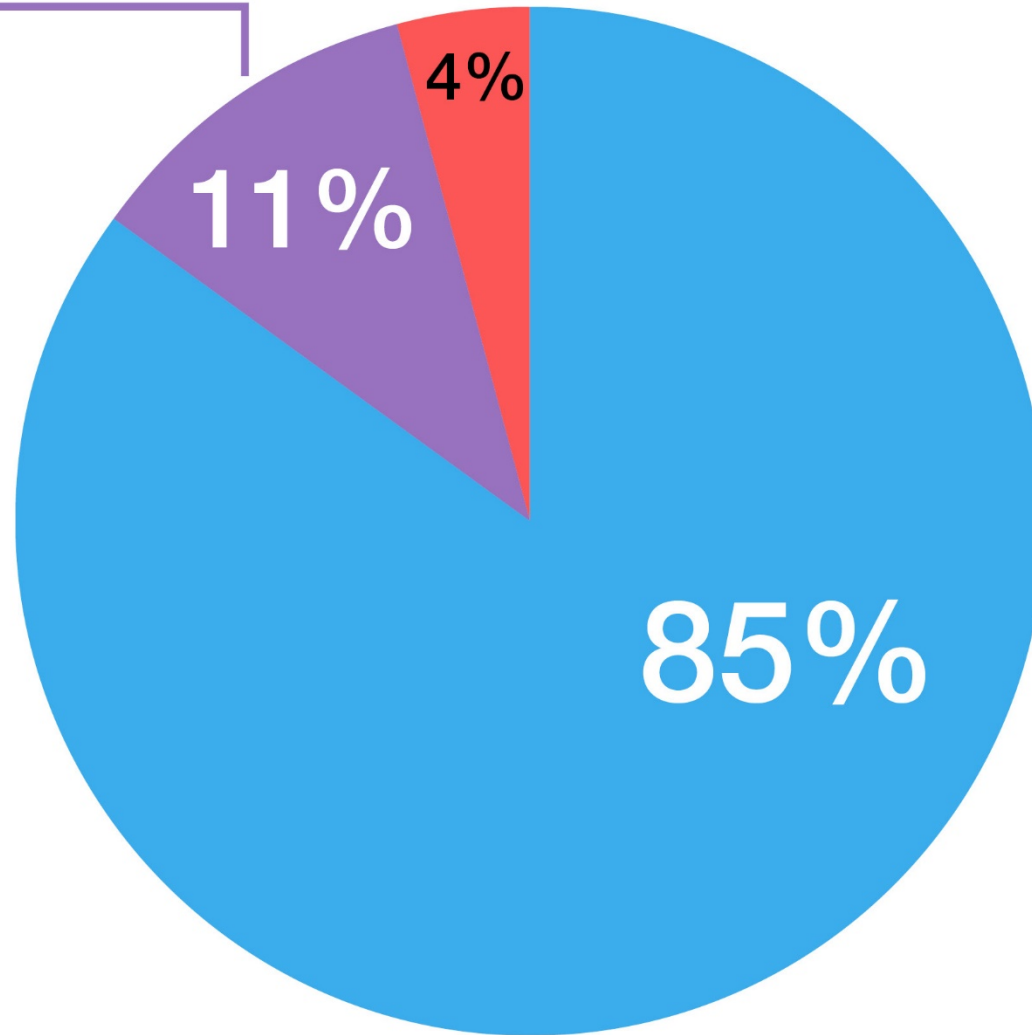
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**Facial  
Expressions**



**AUDITORY**

# LEARNING STYLES



**KINESTHETIC**



**VISUAL**



# DELIVER WITH IMPACT

Body language, Eye  
Contact, Words

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What do you do  
with your arms?

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Who do you look at?

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Pace your speaking and  
watch your tonality

# DELIVER WITH IMPACT



**CLOSING  
GUIDELINES**



**HANDLING  
Q&A**



**TIPS FOR  
HANDOUTS**

# Final Thoughts

Crafting an Effective Presentation

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Preparation Guidelines

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Delivering with Impact

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TABB





# QUESTIONS & ANSWERS