

Goals

Professional Development: This was a fantastic opportunity for me to network with my colleagues. I wanted to grow as an employee and an individual.

Project: DBAS MaterClass is a professional association that gives one an opportunity to practice business presentations. Our goal in DBAS is to give everyone an opportunity for professional and personal growth. The MasterClass implemented a support panel to help and guide participants.

Steps for Project Rollout

Support from the Leadership Teams

Develop an Advisory Team

Develop goals

Presented the project to the department

Gain consensus

- Set ground rules

- Set time and place

- Self evaluations

Accomplishments/Successes

MasterClass

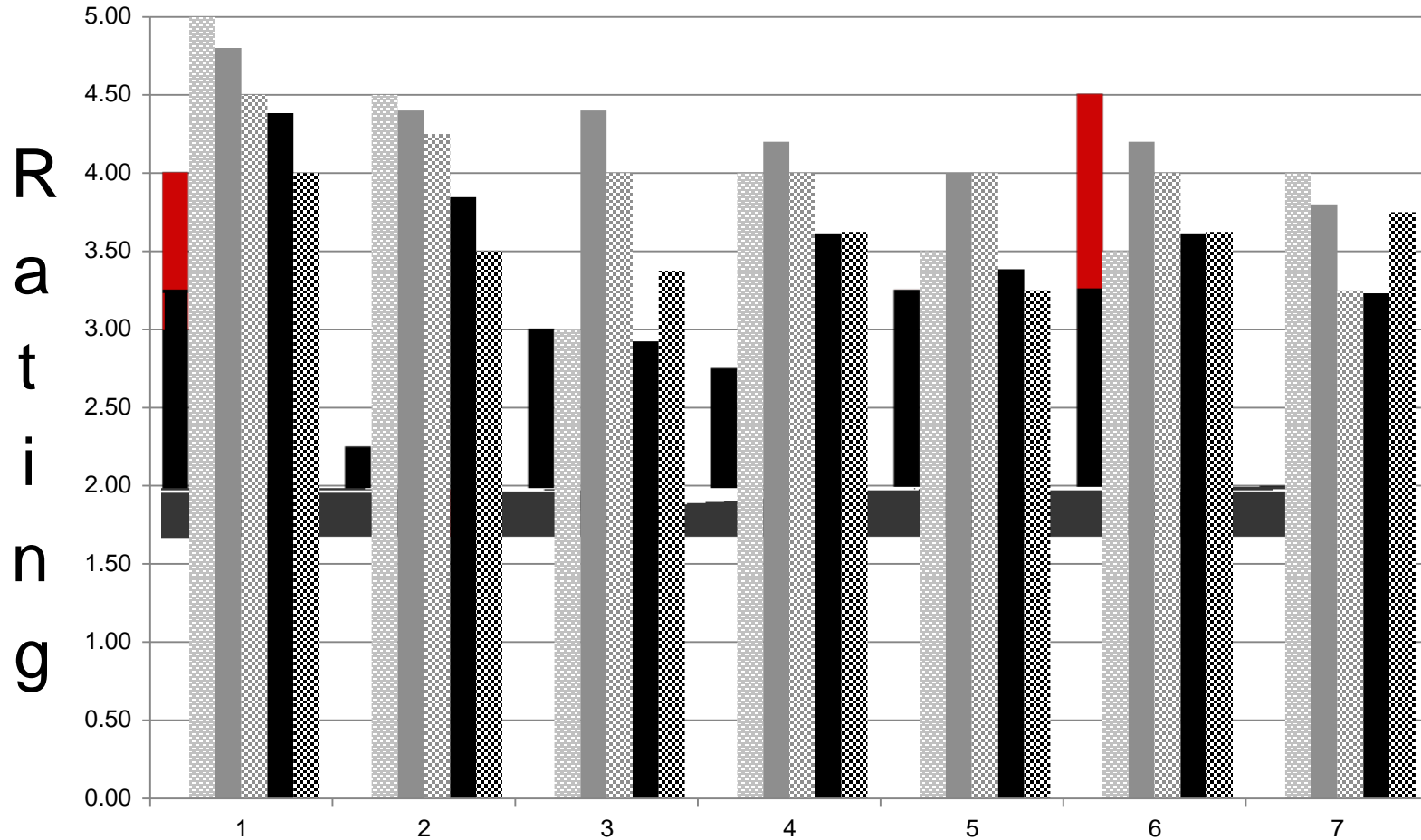
Gave the Department the opportunity to practice public speaking in a comfortable environment.

Provided proper tools to be successful.

Built confidence in presentational speaking.

Provided feedback and opportunities for growth.

Before and After DBAS MasterClass



Body language is important. Standing, walking or moving about with appropriate hand gesture or facial expression is preferred to sitting down or standing still with head down and reading from a prepared speech. Use audio-visual aids or props for enhancement if appropriate and necessary. Master the use of presentation software such as *PowerPoint* well before your presentation. Do not over-dazzle your audience with excessive use of animation, sound clips, or gaudy colors which are inappropriate for your topic. Do not torture your audience by putting a lengthy document in tiny print on an overhead and reading it out to them.

Speak with conviction as if you really believe in what you are saying. Persuade your audience effectively. The material you present orally should have the same ingredients as that which are required for a written research paper, i.e. a logical progression from INTRODUCTION (Thesis statement) to BODY (strong supporting arguments, accurate and up-to-date information) to CONCLUSION (re-state thesis, summary, and logical conclusion).

Do not read from notes for any extended length of time although it is quite acceptable to glance at your notes infrequently. Speak loudly and clearly. Sound confident. Do not mumble. If you made an error, correct it, and continue. No need to make excuses or apologize profusely.

Maintain sincere eye contact with your audience. Use the 3-second method, e.g. look straight into the eyes of a person in the audience for 3 seconds at a time. Have direct eye contact with a number of people in the audience, and every now and then glance at the whole audience while speaking. Use your eye contact to make everyone in your audience feel involved.

Speak to your audience, listen to their questions, respond to their reactions, adjust and adapt. If what you have prepared is obviously not getting across to your audience, change your strategy mid-stream if you are well prepared to do so. Remember that communication is the key to a successful presentation. If you are short of time, know what can be safely left out. If you have extra time, know what could be effectively added. Always be prepared for the unexpected.

Pause. Allow yourself and your audience a little time to reflect and think. Don't race through your presentation and leave your audience, as well as yourself, feeling out of breath.

Add humor whenever appropriate and possible. Keep audience interested throughout your entire presentation. Remember that an interesting speech makes time fly, but a boring speech is always too long to endure even if the presentation time is the same.

When using audio-visual aids to enhance your presentation, be sure all necessary equipment is set up and in good working order prior to the presentation. If possible, have an emergency backup system readily available. Check out the location ahead of time to ensure seating arrangements for audience, whiteboard, blackboard, lighting, location of projection screen, sound system, etc. are suitable for your presentation.

Have handouts ready and give them out at the appropriate time. Tell audience ahead of time that you will be giving out an outline of your presentation so that they will not waste time taking unnecessary notes during your presentation.

Key Learnings

Leaders can be found in all levels of an organization.

Participation is important.

Make it an enjoyable experience.

Always welcome feedback.

It is amazing what can be accomplished when nobody cares about who gets the credit.

Teams do not just happen. They are developed through a deliberate, planned process.

Together Everyone Achieves More.