Keys To Delivering A Professional Presentation

Delivering your presentation effectively involves following a four-step process: Plan, Prepare, Practice and Present. Follow these guidelines, and your message will have a high impact on your audiences.

There are three Word PowerPoint presentations here. They are intended for the following audiences, respectively:

1. UNDP Programme Managers – the presentation introduces the recent changes to the Monitoring and Evaluation (M & E) framework, describes what monitoring and evaluation of an outcome is, and discusses what needs to change in country offices. It describes the respective roles of UNDP Country Office Management, UNDP Programme Management, and Project Management.

2. Project and Programme Staff - the presentation introduces monitoring and evaluation in the results-based context, what has changed and why. It describes what the responsibilities are for project staff and for UNDP Programme Managers.

3. General audience - consisting of government staff and partners or stakeholders, all those who will have ownership and interest in development interventions but who are not directly involved in day-to-day work of the project. Here the presentation introduces monitoring and evaluation in the results-based context, and describes learning and feedback and partnership building.

 There are two uses for each of these presentations:

*   As a general introduction to Monitoring and Evaluating for Results.

*   As an introduction to the Monitoring and Evaluation framework and concepts prior to undertaking more in-depth work in a training session.

In the latter case, it is recommended that the presentations be used with the other materials in the M & E Training portfolio, as suggested by the agendas.

Selecting slides for your presentation

You may find it more effective to focus your discussion on a few essential points, than to "kill" your audience with visual after visual of information.

Even when the visuals are similar, the accompanying "background note" may be different. The "notes" (called Notes Pages in Word PowerPoint) are intended as background information to support you, if you are asked for additional information. What you choose to say should depend on your audience: Use your discretion!

If you hand out hard copies of slides to participants before the presentation, they would be able to use them for note taking. If you want to give out hard copies only after the presentation let them know that at the start.

Tell your audience at the start if they may ask questions during the presentation or wait until question time afterwards.

Always end your presentation with your audience asking for more, not gasping from exhaustion!

Reference:

Monitoring and Evaluating for Results - A Handbook for Programme Managers.

Read the guidelines and select the set of slides that suits your audience. You may want to use the information in the notes selectively, in order not to overload your audience. If you are using a computer, use the manual operation to change slides; it allows your presentation to be interactive.

 If you prefer to use transparencies on an overhead projector, select, print out and pre arrange the slides in the order that you will present them. Each slide comes with background information for you. Each set of slides presented here carries the maximum information you need to get your point across - this means that you can leave out what you feel the audience already knows. However if you add or leave out slides, or mix slides from the three sets, take care to maintain the focus. Your message will have a greater impact if you narrow the material to the absolute essentials.

The information below will help guide you through your presentation.

Plan

o   Know your audience

         Knowledge

         Experience

         Needs

         Goals

         Familiarity with acronyms

o   Define the purpose of your talk based on the outcome you seek with your audience

         Introduce

         Advocate

         Promote

         Motivate to action

         Train

Prepare

o   Establish a positive Mindset

         Value your message

         Visualise yourself succeeding

         Visualise your audience responding

         Take a few deep breaths, to centre yourself

- o **Prepare an attention-getting Opening**

  - Use a question related to audience need

  - Pay a sincere compliment

  - Relate a relevant incident

- o **Illustrate and support Key Points with evidence**

  - Examples

  - Anecdotes

  - Analogies

  - Cases

- o **Prepare a memorable Close**

  - Throw down a challenge

  - Use a motivating statement

  - Restate the key points

  - Deliver a convincing summary

- o **Build your confidence and effectiveness by establishing for yourself**

  - How you have came to be delivering the presentation

  - Why you are **excited about** the subject

  - What interests you about presenting to that particular audience?

Practice

- o   Do a "dry run" of your presentation

    Practice before an audience, coach and/or video camera

    Get feedback and identify any distracting mannerisms

- o   Rely on the fundamentals

    Know your subject thoroughly

    Feel positive about your talk

    Project to your audience the value of your message

Present

- o   Make a positive first impression

    Establish eye contact

    Display poised, confident body language

    Be relaxed

    Be well groomed

    Present to your audience, not to the screen the slide is projected on!

- o   Build rapport with the audience

    Be sincere

    Be yourself

    Say "we" not "you"

    Talk in terms of your audience's interest

Involve your audience; through questions encourage them to share their own experiences

o   Hold the attention of the audience

Be enthusiastic

Use vivid words

Express yourself clearly and concisely

Tell a story

Have an upbeat voice

o   Maintain interest in your message

Use clear language to state a point

Give examples

Amplify your point with an incident or anecdote

Develop a logical transition or bridge to your next point

o   Strive for continuous improvement

Measure the success of your talk (ask a friend to rate you)

Identify the strengths as well as areas to improve

Decide how you will improve your next presentation