

Make Your Message Count...

Presentation Skills for Internal Auditors

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The Pressure's On!



Time Out!



Why you should present...

- ❑ the preparation helps you become more knowledgeable
- ❑ the experience allows you to share what you think is important with other people
- ❑ through presenting, you can demonstrate your added value

Adult learning, in general:

- is a self activity
- results from stimulation of the senses
- occurs at varying rates
- should follow a “whole/part/whole” scheme



Speakers need to know how to:

- ❑ Overcome fear
- ❑ Motivate attendees to want to learn
- ❑ Structure the presentation
- ❑ Create a learning atmosphere
- ❑ Present effectively in a virtual environment
- ❑ Deal with challenges from the audience

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TIPS HINTS TIPS HINTS TIPS HINTS

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Public speaking is often ranked as the number one fear of individuals. It is listed even higher than the fear of death.



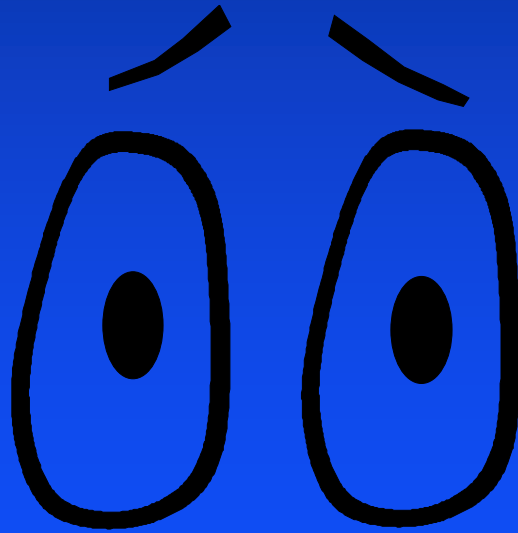
Presenters can have fear because

- they are afraid of the unknown
(bad fear)
- they are on edge when something important is at stake
(good fear)



Ways to reduce the fear of the unknown

- *plan*
- *prepare*
- *rehearse*



Planning

- ❑ Don't agree to speak on a topic outside your "comfort range"
- ❑ To put yourself in a position of authority on the platform, you have to truly be an authority
- ❑ Know your "territory" blindfolded
- ❑ Know all the administrative details

Preparing



- ❑ Don't put it off!!
- ❑ Have your presentation done well in advance

...more on preparing...

- ❑ Hand-write or create your own text
- ❑ Do quick read-throughs of cards or notes during the time leading up to the presentation
- ❑ Be familiar with the components and transitions of your presentation

Rehearsing

- Practice not only the text, but its delivery (including facial expressions and body movements)
- Annotate the text or slides

To control a shaky voice:

- ❑ Lower your pitch
- ❑ Tighten your stomach muscles
- ❑ Slightly increase your volume and “push through” the shakiness

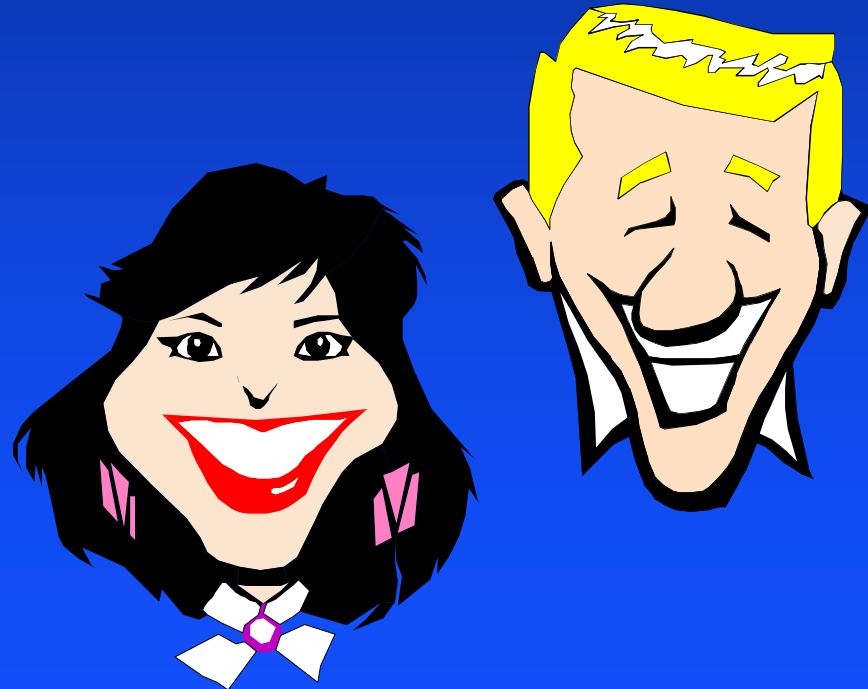


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Motivation

-- that *within* an individual, rather than without, which incites them to action



Speakers need to know or pick-up on what motivates their audience



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Elements of a Good Presentation

- Thank Yous and Acknowledgments
- Ice-breaker
- Statement of Purpose or Goals
- Body of Presentation
- A “Reel Them In” Summation

□ Thank Yous and Acknowledgements

- do them first
- be pleasant and appreciative, but brief

❑ Ice-breaker

- ❑ put your audience at ease
- ❑ loosen them up
- ❑ use humor carefully
- ❑ don't, don't, don't tell jokes

□ Statement of Purpose or Goals

- broad overview statements
- let them know where you are headed
- tell them just enough to keep them interested

□ Body of Presentation

- break the “meat” of your presentation into “digestable” pieces
- break-up the sections with appropriate diversions
- this is where your topic and preparation will shine!

□ A “Reel Them In” Summation

- the time for humor, frivolity, and detail work is over
- sum up without saying you’re summing up
- Soar to a conclusion that thematically reinforces your major points in a positive, encouraging way

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The Physical Environment

- ❑ Room arrangements
- ❑ Lighting
- ❑ Podium vs. free-form
- ❑ Sound systems
- ❑ Stages

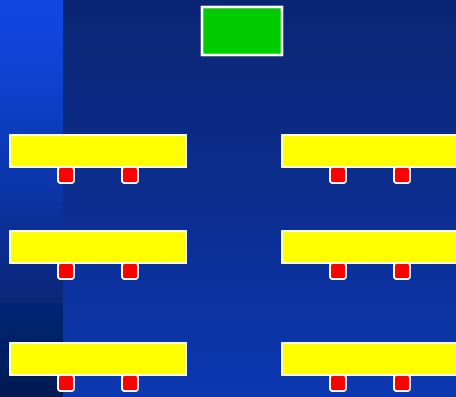


The Physical Environment

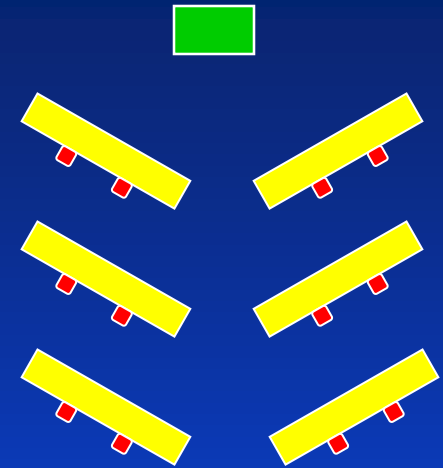
- Room arrangements



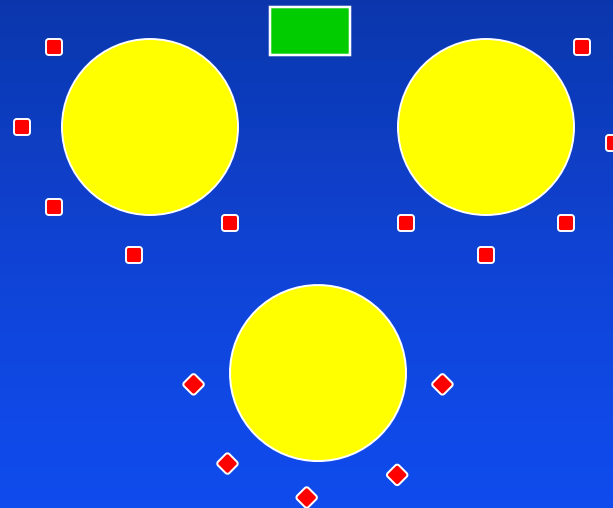
Classroom



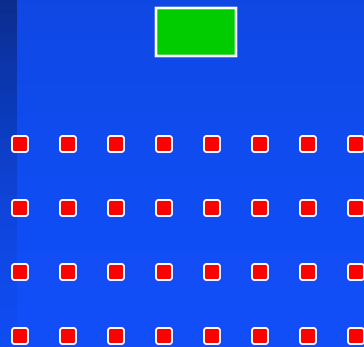
Chevron



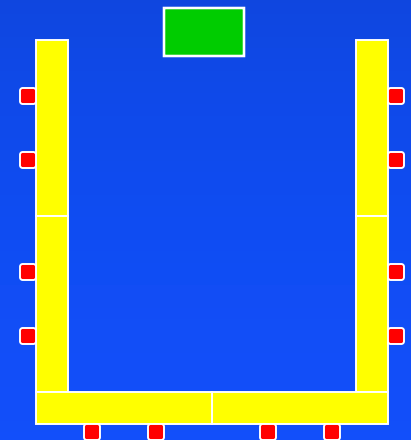
Rounds



Theater



U-shape

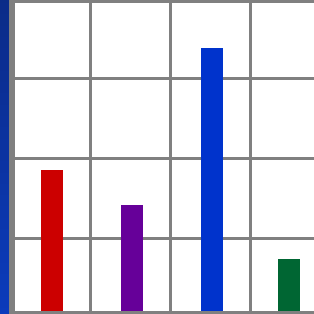


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Audio-visual Considerations

- ❑ Equipment capabilities
- ❑ What is seen in the background
- ❑ PowerPoint presentations
- ❑ On-line demos
- ❑ Video clips
- ❑ Virtual “handouts”



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Dealing with Attendee-Related Problems

- talkers
- texters
- non-participative group
- the self-proclaimed expert



Some Helpful Hints...

- ❑ Don't put your watch on the podium
- ❑ Avoid numbering your points
- ❑ Have a Kleenex or handkerchief in your pocket
- ❑ Allow plenty of time to get to the meeting
- ❑ Memorize your opening statement

...more hints...

- When your presentation will be longer than 20 minutes, use
 - visual aids
 - discussion
 - Q&A sessions
 - entertaining material

...more hints...

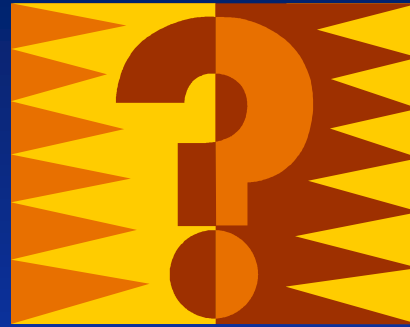
Before your presentation,

- eat a *light* meal
- arrive as early as possible
- identify a key person to help
- confirm the computer's screen saver is OFF

...more hints...

- ❑ Dress appropriately for your audience
 - ❑ “up one notch”
 - ❑ “stand out” not “stick out”
- ❑ Avoid:
 - ❑ black, white, and bright
 - ❑ dangling earrings and shiny bracelets
 - ❑ name tags





Questions



Be true to two things:

- The topic on which you are speaking
- The leadership you embody as you make your presentation

You can make that presentation!!

Thank you!

A close-up photograph of a hand holding a white rectangular card. The hand is positioned with the thumb and index finger gripping the top edge of the card. The background is a blurred image of a person in a light blue shirt and a patterned tie. The entire image is set against a solid blue background with a vertical dashed line on the left side.

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