

POWERFUL PRESENTATION MINUTES

By Fred Ashforth

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Preparation

- 104 Managing your time with other speakers
- 105 What to do when you follow a great speaker
- 106 Learning to speak in front of a group using a conversational tone.
- 108 Your introduction: Yes, you really need a great one.
- 109 Before you speak, know your audience
- 110 Use voice VIP (volume, inflection & pace) to be a VIP
- 111 Working with other speakers so you all look great
- 112 Careful you don't overload with information
- 113 Applause: We love the roar of the crowd.
- 114 Never speak too long and ruin their lunch
- 117 Using the right handouts for maximum effectiveness
- 118 Dressing up for every speech is critical
- 119 How about a little humor.
- 120 No canned speeches: Keep it fresh by writing your own
- 124 Be prepared, early & tidy: Look like a pro.
- 129 Throwing those silly note cards to the wind.
- 130 Nervous: Preparation is the key to reducing nervousness
- 133 Having a conversation with your host is critical
- 134 Where are they? How to make sure they can see you.
- 135 Dry as a desert? Keeping that water handy.
- 136 Grab their attention with: "Let me tell you a story."
- 137 Please hold the jokes.
- 141 Title: Why every speech needs one.
- 142 Practice: What is the best way to practice?
- 146 They're falling asleep! Preventing it and responding to it.

While speaking

- 101 Can you hear me in the back?
- 103 Starting to lose them? Bringing an audience back.
- 107 Why am I losing my audience?
- 116 What to do when speaking to a tired audience.

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- 121 How to prevent and managed dreaded “Brain Lock”.
- 122 Working on your posture, stance and movement at the lectern
- 123 Flip Charts: Effective low tech in a high tech world
- 125 The extra loose audience: How to deal with imbibing audiences.
- 126 Green complexion? What to do when you’re not feeling well.
- 131 When to distribute those handouts for maximum effectiveness
- 132 What are you calling your audience?
- 138 Never speak to a group. Speak to individuals using eye clasp.
- 139 When to include your question & answer session.
- 140 Oh yes, they are all looking at you. How to look your best.
- 145 Bugs Bunny: Relax, loosen up and have fun with your voice.
- 147 We’re dying out here! Never speak too long.
- 149 Stay out in front of every audience

Environmental

- 128 It sure is hot and stuffy in here.
- 148 Hey, we’re freezing in here! How to spot it and control it.
- 150 Controlling your room set-up is more important than you think.

Other

- 102 Make a difference with every speech you give
- 115 WIN: Focus on “What’s important now”.
- 127 Eulogies: How to give a great eulogy.
- 143 Always speak from the heart to connect with audiences.
- 144 Don’t ever waste their time.

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