

Preparing & Presenting Effective Safety Presentations

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Please be courteous:

- Turn off cell phones & pagers
- Keep conversations to a minimum
- Return promptly from breaks

Preparation is the Key

- Get organized
- Do the research
- Make an outline
 - Introduction
 - Body
 - ✓ Main point 1
 - ✓ Main point 2, etc.
 - Conclusion

Know Your Audience

- Number of people
- Technical background

Dress for Success

- Same level or one level above the audience

Know how things work

- Room setup
- Lights
- Computer
- Projector
- Microphone

PowerPoint is your friend

- Learn how to use it...

...but not abuse it.

Slides: Font

- *Fancy fonts are fun, but may be difficult to read*
- Be consistent **with fonts**
- Size matters, i.e. can you read it from the back of the room?

Slides: Layout

- Brief and to the point
- Rule of thumb is:
 - Six points per slide
 - Six words per point

Slides: Layout

As much as possible, avoid large blocks of text. Text may be difficult to read due to the smaller font size required. In addition, if the audience is concentrating on the written text, they are most likely not giving you their complete attention. Outline the key points you want them to remember and supplement that with verbal explanation. If necessary, prepare a handout with the complete text for the audience to read later. Besides, the audience (usually) can read, and don't need you to stand up in front and read it to them.

Slides: Layout

Complex tables are difficult to see ...

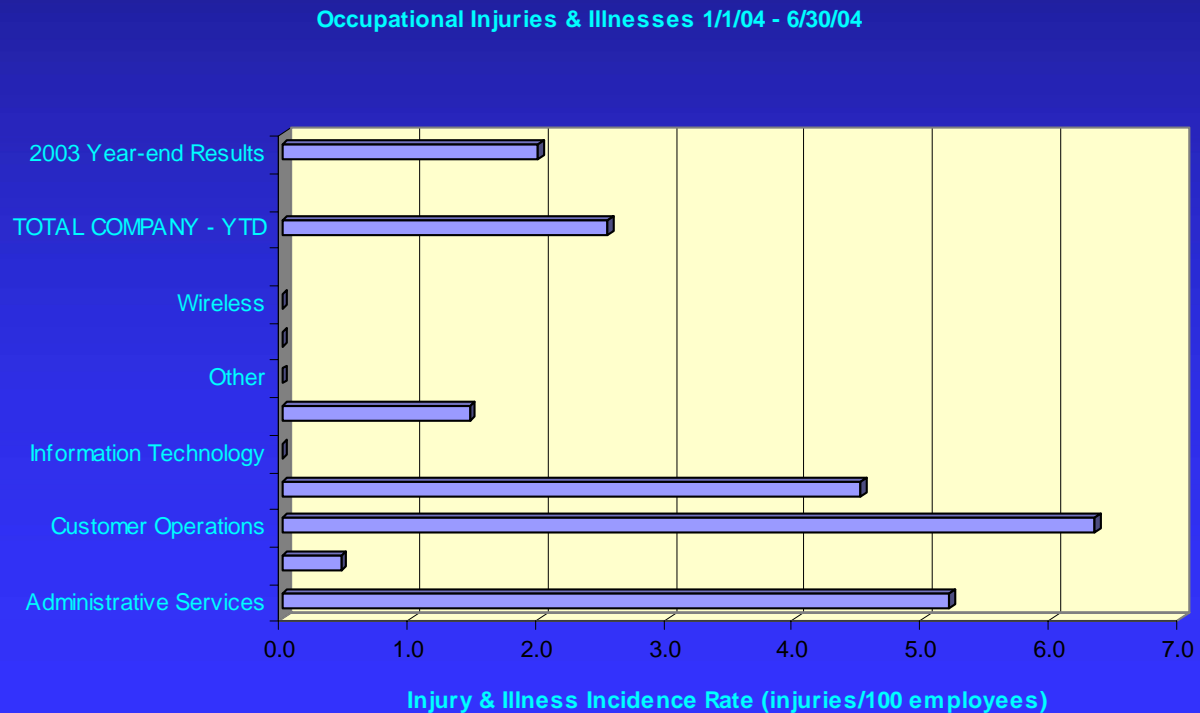
OCCUPATIONAL INJURIES and ILLNESSES

From: 1/1/2004 To: 6/30/2004

GROUP	HRS WORKED	INJURIES & ILLNESSES			
		Total Cases		Lost Time Cases	
		No.	Rate	No.	Rate
Administrative Services	76,919	2	5.2	1	2.6
Call Center Operations	433,880	1	0.5	1	0.5
Customer Operations	631,685	20	6.3	13	4.1
Engineering & Construction	310,484	7	4.5	6	3.9
Information Technology	116,099	0	0.0	0	0.0
Network Operations	273,092	2	1.5	2	1.5
Other	155,194	0	0.0	0	0.0
Sales & Marketing	249,923	0	0.0	0	0.0
Wireless	277,000	0	0.0	0	0.0
TOTAL COMPANY - YTD	2,524,276	32	2.5	23	1.8

Slides: Layout

...Charts work better.



Slides: Spelling counts

- One misspelled word can undermine your credibility

Slides: Color

Color is **interesting** ...

but use it wisely.

A picture is worth a 1000 words



A video is worth ...?



Slides: Special Effects

Sounds and animations are cool ...



Slides: Special Effects

...but often distracting.



Practice makes Perfect

- Review your notes
- Review your slides
- Use mirror or video if desired
- Start & finish on time

Let your voice be heard

- Loud and clear
- Pace – not too fast or too slow
- Limit the “ums”, “ahs”, and “y’knows”
- Voice inflection - monotone is deadly
- Have a conversation with the audience

Body Language Speaks Loudly

- Posture
- Eye contact
- Movement
- Gestures

Make it relevant

- Use examples of real world situations
- Paint a word picture
- Demonstrate how it works

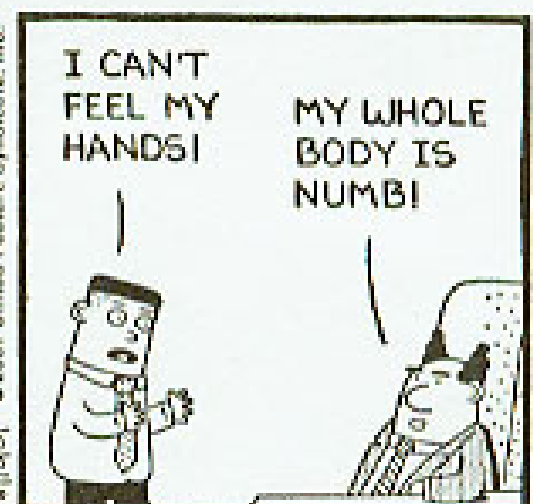
Involve the Audience

- Ask questions
- Ask for participation

Asking Questions

- Direct
- Overall
- Rhetorical
- Relay

Humor works



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Humor works

- Must be in good taste
- Stay on the subject
- Maintain control

Answering Questions

- Acknowledge the questioner
- Do not ridicule or embarrass
- Bluffing is for poker
- Relay back to the group

When things go wrong...

- Have a backup plan
- “Never let ‘em see you sweat”
- Adapt, improvise, and overcome

Fight your fear

- Be prepared
- Find opportunities to speak
 - Training classes
 - Professional organizations
 - School
 - Church

Fight your fear

- Take your time
- Hydrate
- The audience is rooting for you
- What's the worst that could happen?

Evaluate yourself

- Identify your strengths and weaknesses
- Continue to improve your presentation skills

Finally ...

Great speakers are born,

... but *anyone* can give an effective presentation.

Thank You

