

# MILESTONE

*Providing Stepping Stones  
Along the Path to Success*



A WOMAN-OWNED  
SMALL BUSINESS

5 PS OF  
POWERFUL  
PRESENTATIONS

Talking in front of a group doesn't come naturally for most people; even to those who do it regularly. My husband has been a pastor for 15 years. Every single week, he gets nervous before he goes on the stage. And yet, no one in the audience can tell. That's the key to presentations. No matter how intimidating it may be to get in front of people, you can have a powerful presentation with the proper approach. Let's look at the 5 Ps for powerful presentations.

### ***Planning***

If you're not prepared for your presentation, the audience will know. Some presenters mistakenly feel that they can hop in front of people and effectively communicate to the audience. While there are few who can occasionally pull this off, don't let this be your plan. Do your research, not only on the topic, but also on your audience. Knowing about your audience and their expectations will help you tailor the presentation to fit their needs.

### ***Preparation***

Every presentation will rise and fall based on the content and the way it is expressed. Content must be deeper than your audience's knowledge. Have content to present which matches the goals and objectives of the presentation (found during the Planning stage). Find ways to increase the audience's retention by repeating your point several times, using creative slogans/acronyms/alliteration, or designing handouts that reinforce your message.

### ***Practice***

Most presenters will practice their finished presentation between three and seven times. Professionals will practice their presentation 10 to 50 times. Practicing will make your presentation more natural and less of a struggle. It will take a good presentation and make it great. Practicing in front of others is a great way to get feedback on areas of improvement.

### ***Performance***

You have prepared, outlined and analyzed the presentation. Now is the time to deliver what you have been preparing to do. Preparation is worthless unless you can deliver the message and impact your audience. You are not just giving information and data. You are giving a message that will communicate and persuade to a conclusion.

### ***Passion***

No one likes to listen to a boring presentation. Can you think of a time where you could tell that the presenter didn't care one iota for the topic being discussed? Now think about a memorable presentation. Mostly likely, that presenter was engaging and thoroughly knew the topic. What was the difference between the two? Passion! Even "boring" topics can be made interesting when the speaker is passionate about what is said.

Following these guidelines doesn't mean that you'll always have a flawless presentation. If you do bomb, learn from it. Write down where you thought it got off track and get input from someone who was there. Don't give up! Hopefully, you can apply some of these skills to your next presentation to make it even better.

Content adapted from <https://trainingroomsg.com/general/the-5ps-of-presentation/>

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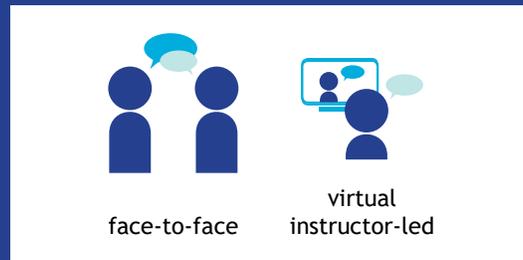
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## WEBINAR PLUS

Beginning in August, we are launching an additional resource to our monthly webinars. *Webinar Plus* includes an outline to support project teams who use these webinars as monthly training and discussion questions to enhance the training. *Webinar Plus* will be sent out with the Zoom link each month.

# PRESENT LIKE A PRO: PROVEN TECHNIQUES FOR CREATING PRESENTATIONS AND GETTING RESULTS - 2 DAY



**Course Description:** This two-day course will focus on proven techniques for creating powerful presentations. Participants will understand how to arrange material and build a presentation to guide the listeners in your direction. They will examine suggestions on where to get information to give credibility and learn the hidden secrets that make the difference between a good presentation and a fantastic one. This course will focus on core competencies for each participant. Not only will the class learn the theory behind becoming a great presenter, but they will also conduct three brief presentations. To do this, the class will have a pre-class assignment and homework during the evening. This can be adjusted to fit the participants' needs or desired outcome of the course.

## **Course Objectives:**

### **Objective 1: Identify the ten steps for creating an effective presentation**

- Develop realistic objectives of a presentation
- Discover how to interview the audience and customize your presentation
- Discuss how much preparation is needed to deliver a great presentation
- Identify proper questions that will give insight into the nature of the audience
- Examine how to get the main ideas of the presentation across with enthusiasm
- Classify and develop supporting material that makes the presentation interesting
- Organize the presentation and use transitions between main points
- Identify ways to deliver an effective introduction
- Evaluate the proper response when creating an effective conclusion
- Analyze the effective usage of audio-visual

### **Objective 2: Define the basic hurdles in making a presentation**

- Discover the biggest reasons why poor presentations happen
- List poor presentation characteristics and how to avoid them

### **Objective 3: Evaluate how to improve your presentation**

- Compare individual presentation body movements that must be changed
- Express the impact clothing has on the presentation
- Evaluate the usage of humor as a helper to your presentation
- Discover the impact of attitude on your presentation's success



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DR. KEITH MATHIS, PMP, PMI-ACP, CSM  
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The Mathis Group provides training and consulting that will impact the organization and individual while maintaining an outstanding reputation for success and integrity.

## VALUES STATEMENT

Every person has worth and should be treated with respect.

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