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The Messenger

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A Letter from Keith

There are many myths about public speaking. Perhaps you have heard that public speaking comes naturally to people. Public speaking requires highly educated people. Public speaking is an easy way to make a living. Public speaking doesn't require much preparation. Public speaking can be done on a wing and a prayer. None of these are true!

People make all kinds of excuses for not wanting to make a presentation. Nobody will listen to me. I am not an expert. I will mess up and look silly. I have a bad memory and will lose my place. I get too nervous. I sound stupid with my vocabulary. I have a very heavy accent and will turn people off. Have you ever heard (or used) any of these?

A powerful speaker is one who will be remembered. He understands the crowd and the topic. She is excited about what she is talking about and can pass that excitement over to her audience. He is friendly and self-assured, but not cocky and egotistical. Her presentation is tasteful and informational. Let's examine how a good presenter is able to be so successful.



Public Speaking Do's and Don'ts

First, let's look at what not to do. There are many mistakes made in public speaking. Speakers may dedicate little or no research to the topic and do little preparation. They use incorrect or inappropriate material. Perhaps they use untested material. They do not bother to understand their audience's demographics. They are critical during the presentation and often stray from the topic. Some speakers may even use a canned presentation from another gig!

Now let's look at what makes a great presentation. Knowing your audience is very important in preparing your presentation. Who will you be speaking to? What are their needs and attitudes? What is their educational background? What do they already know about your topic? Make the material fit your audience; adjust or customize it for impact.

Next, examine your objectives before preparing your presentation. What do you desire for the audience to learn? What do you want them to walk away with from the presentation? What is the purpose for the presentation? Remember, the objectives are your road map for the presentation. They will keep you on track.



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Public Speaking Do's and Don'ts cont.

Now you are ready to gather material. Research your topic thoroughly, then narrow it down to fit your purpose. You can do a topical search, conduct personal interviews, document observational information, and discover terms and phrases that are specific to your topic. Prepare an outline. Create supportive information for each point. Examine statistics, facts, or illustrations that will fit. List all gaps, and fill them in with information, research, and illustrations. There are many helpful resources from which you can draw: newspapers, magazines, newsletters, interviews, audio and video tapes, movies, and online resources.

By preparing an outline, you will reap many benefits. You will find that it is a quick reference to where you are going. It will calm you during nervous times. It allows you to use certain phrases or quotes without memorization. Your points can be written and detailed exactly. Ideas can flow with little or no rambling.

Be conscious of the time; fit your presentation into what the group has designated. Close with power rather than stopping abruptly or fizzling out. Go over your main points in a summary, ask the audience for questions, or tell a story, illustration, or quote to wrap it all up.

Practice! Practice! Practice! Now that you have an outline, go over your presentation several times so that it comes naturally. You want to interact with your audience, not read to them. Stand up during your rehearsal. You may even want to tape your practice so that you can look for the weak spots.

Prepare yourself physically, mentally and emotionally. Get plenty of rest the night before. Go over the presentation one last time. Dress the part. Come early to the site to set up and test equipment. Put all failure out of your mind. Smile! You're on!

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2017 PUBLIC PMP® EXAM PREP BOOT CAMPS

Aug 21-24	Overland Park, KS
Sept 25-28	St. Louis, MO
Oct 10-13	Wichita, KS
Oct 16-19	Topeka, KS
Oct 23-26	Springfield, MO
Nov 6-9	Overland Park, KS
Dec 5-8	St. Louis, MO

*Visit www.themathisgroup.com
for more dates!*

YOU PASS OR WE PAY

Truth

Set your minds on things that
are above, not on things
that are on earth.
Colossians 3:2

Shoot for the moon...even if you
miss you'll be among the stars.

It is better to fail in originality than
to succeed in imitation.
Herman Melville (1819-1891)
Novelist and Poet

STUDENT Spotlight

We want to recognize students who have successfully passed the PMP® Exam.

What is your favorite food?

Chili

What are your hobbies?

St. Louis Cardinals baseball, reading, playing with my 18 month old son

Congratulations, Slade Johnson!

What was the best thing about the PMP® Exam Prep Boot Camp?

Keith's dynamic training skills

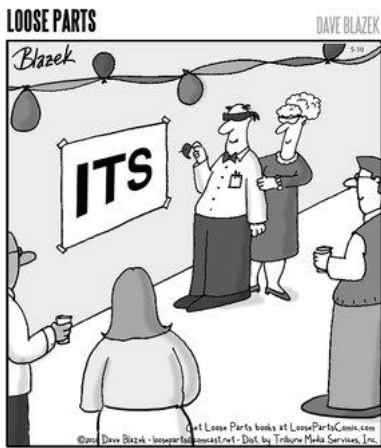
How do you think the PMP® Certification will help your career?

It has already helped! I just started my first full-time PM job at Charter Communications and I attribute the opportunity to my PMP.

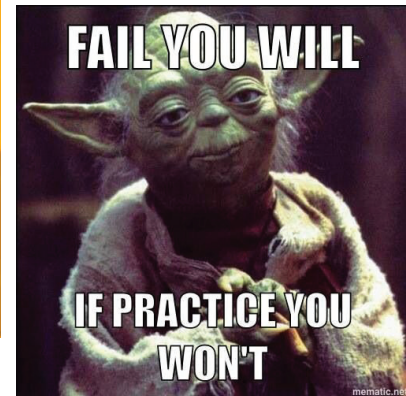
Please write a recommendation about our class.

I came into the class with limited PM experience and left feeling well-prepared to take the exam and leverage my PMP for a full-time PM role. Keith's training methods are data-driven and proven to be successful. The materials are carefully chosen and excellent resources to be successful on the exam. I would recommend this course to anyone with an interest in Project Management whether they have 0 or 20 years of experience. Thank you Keith, Wanda, and team!

Just For Fun



The games get pretty crazy at English teachers' parties.



Bring us to your location

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Don't see the course you need? Check out our website at

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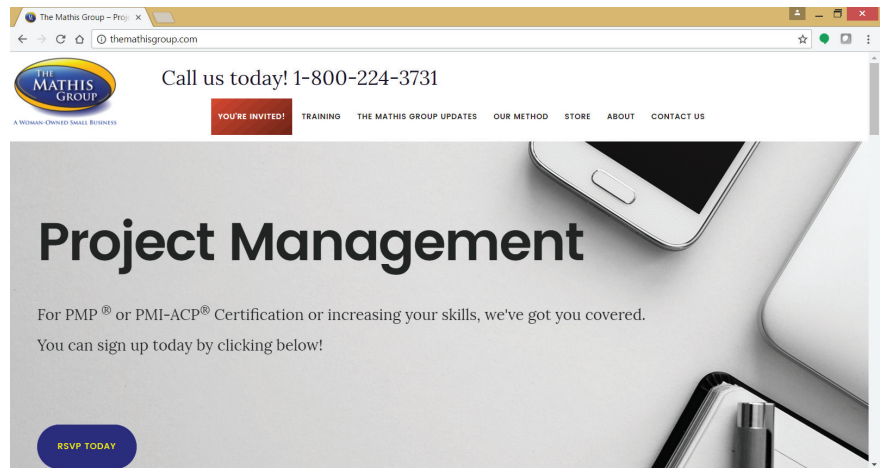
Still can't find exactly what you want? Give us a call at

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We will create a course to fit the needs of your organization.

Sample courses on Presentation Skills:

- How to Increase Communication & Get the Message Across
 - Present Like a Pro
- Mastering the Interview & Gathering of Project Requirements
- Project Communication Management
 - Mastering Project Management



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