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# POWER UP

## YOUR PRESENTATION SKILLS

- *Impress the audience*
- *Build your confidence*
- *Destress yourself*



*Al Garlinski*



Al Garlinski, FSCMP, SCMP, CPSM

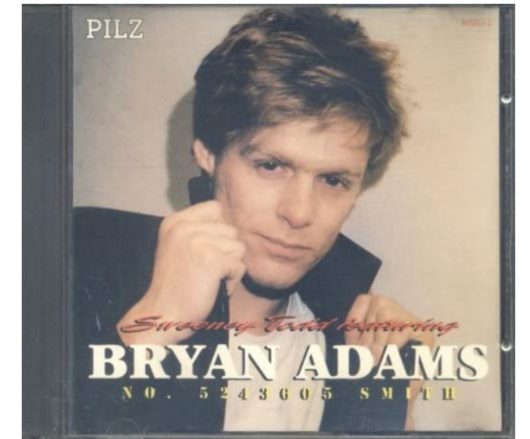
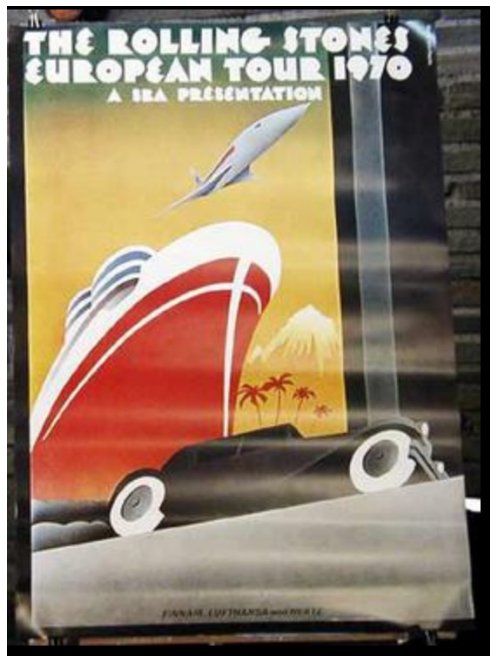


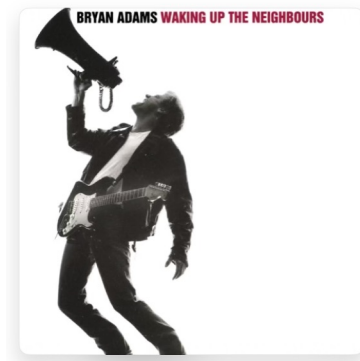
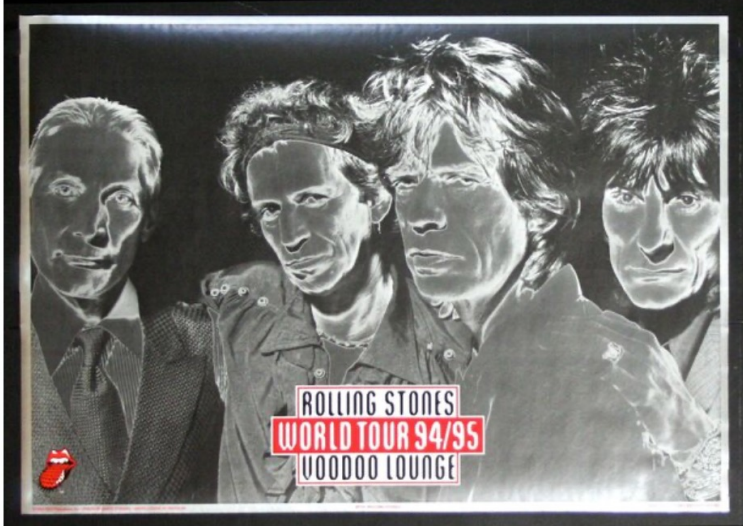
*Coaching*

# WHO IS AL?



THE UNIVERSITY OF  
WINNIPEG



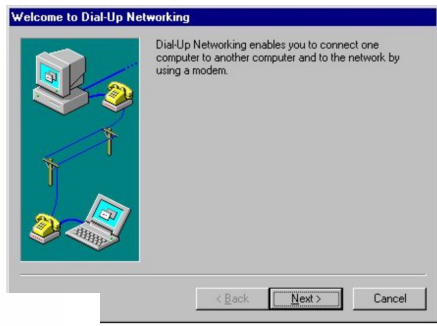


Waking Up the Neighbours  
**Bryan Adams**  
ROCK - 1991 - Lossless

▶ Preview

**BACK TO THE 80'S**

Remember Dial-Up internet?



STONES  
SIXTY TOUR



amsterdam  
JOHAN CRUYFF ARENA



The Rolling Stones. Credit: Dave J Hogan/Getty Images



So Happy It Hurts E

Bryan Adams

ROCK · 2022 · Dolby Atmos · Lossless

It's the first law of Canadian rock: When you see a black-and-white portrait of Bryan Adams clutching his guitar on the front of an album, good times are guaranteed. After collaborating with the likes of Ed S. [MORE](#)

▶ Preview

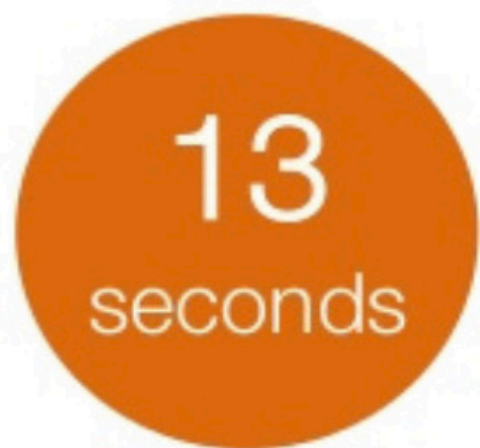


Apple Music

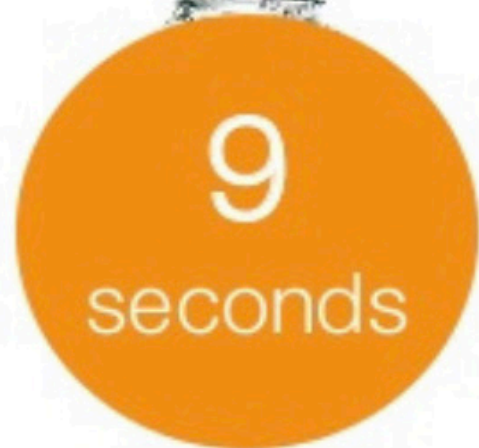
2023

SOCIAL MEDIA

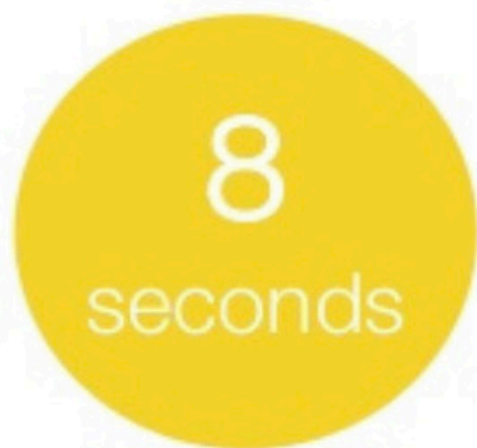




Average attention span in 2000



Average attention span of a goldfish



Average attention span in 2013



Average time you have to make an impression online



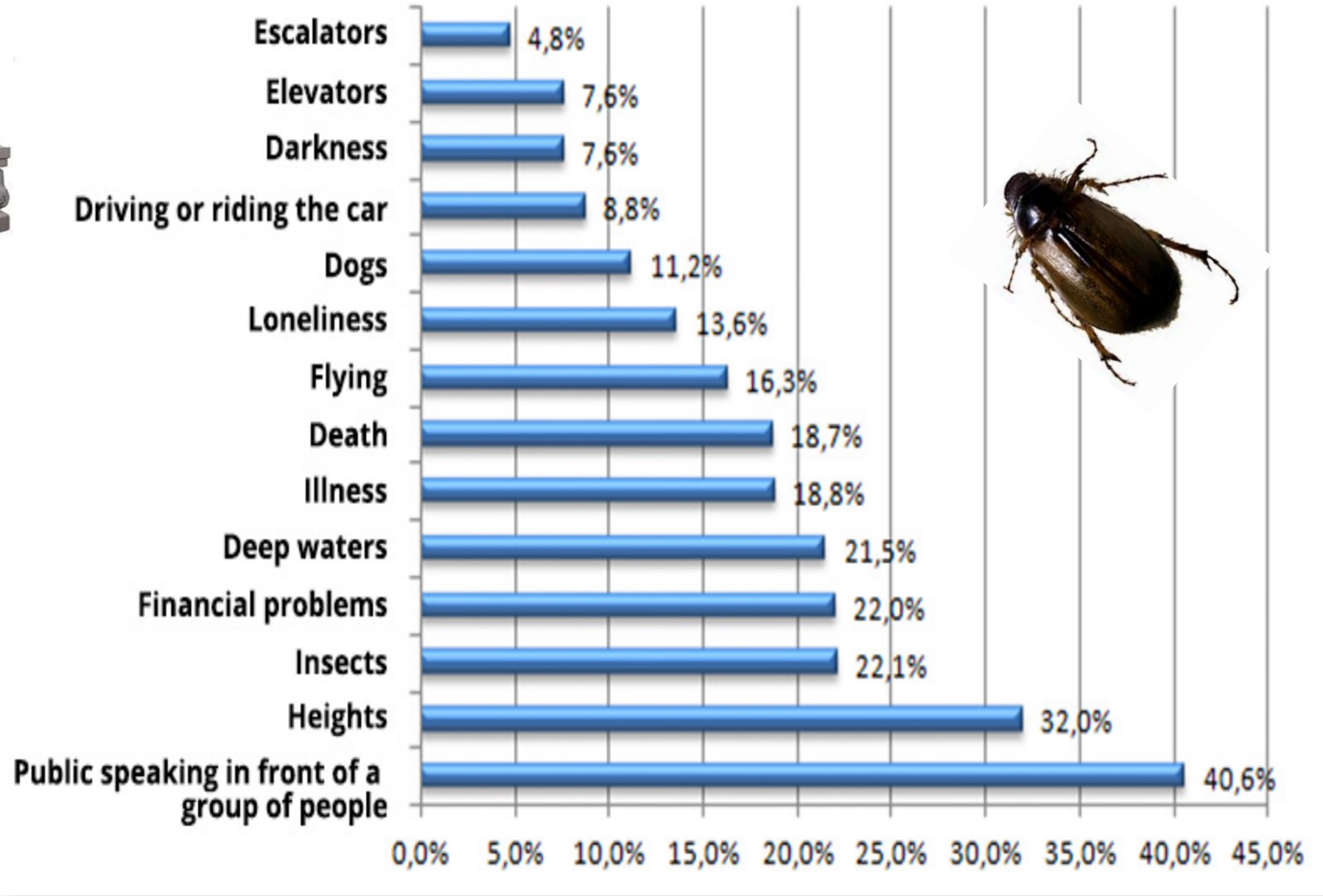




# BEST TV SHOWS TO BINGE WATCH







\*Wallechinsky, David, Irving Wallace, and Amy Wallace, *The Book of Lists*. William Morrow 1977



**I've never gotten over what they call stage fright. I go through it every show. I'm pretty concerned, I'm pretty much thinking about the show. I never get completely comfortable with it, and I don't let the people around me get comfortable with it.**

**Elvis Presley**



**Glen Hall usually threw up before a game because of nervousness and sometimes he had to leave the ice to vomit during a game. He often threatened to quit because of his nervous stomach and several times won bigger contracts with his threats.**



There are only two types of speakers in the world. 1. The nervous and 2. Liars. - Mark Twain

**One of the biggest “show-stoppers” in human history to improve personal development....FEAR**

- ✓ *PURPOSE*
- ✓ *PROCESS*
- ✓ *PAYOFF*

- *Purpose: We're going to Power Up your presentation skills! Impress the audience;*
- *Build your confidence;*
- *Destress yourself*



*Process: We'll walk through 8 process steps to help build your presentation.*

*Payoff: You'll walk away with a toolbox of new tools or sharpened existing tools to make you a more effective communicator.*



Then you've been ask to put on a presentation  
for the end of the week!



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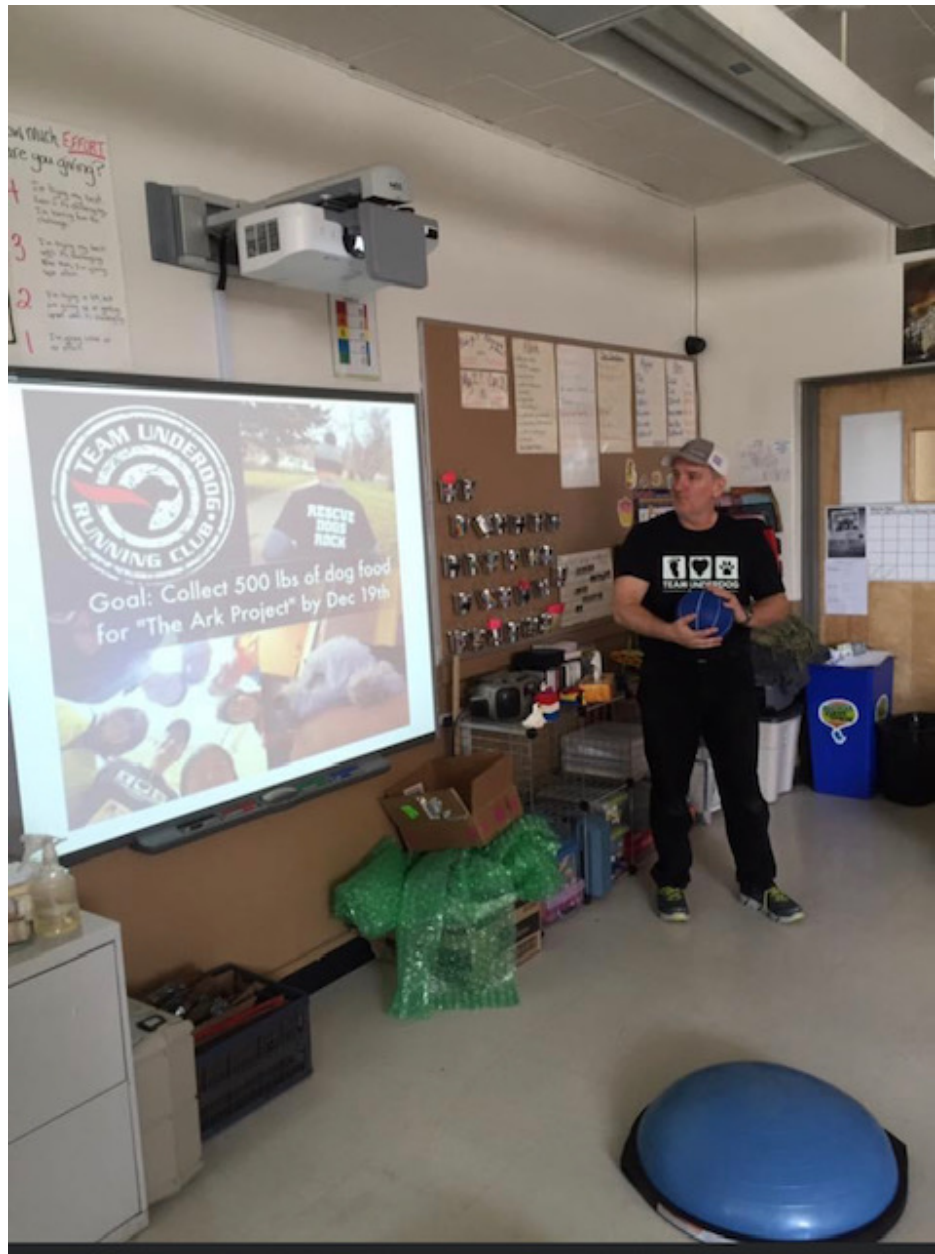
# STEP 1: PRESENTATION ANALYSIS & ENVIRONMENTAL SCAN

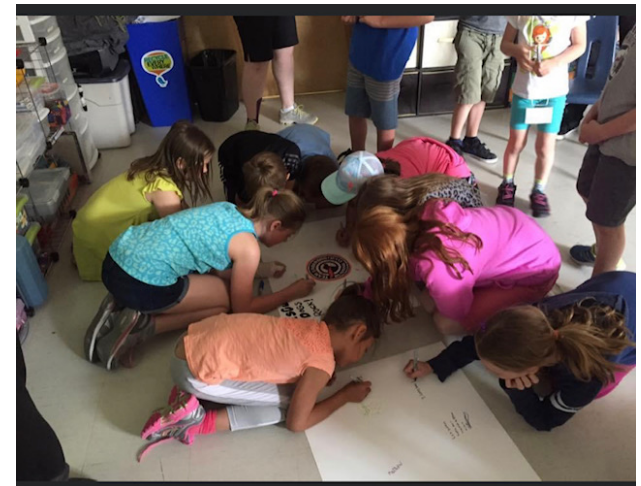
- Why do I need to present?
  - Who is in the audience?
  - What information do I need to present?
  - Where am I presenting?
  - When am I presenting? Time frame?
  - How am I presenting?
- 

1 \* **W**hat  
1 \* **W**hen  
1 \* **W**here  
1 \* **W**ho  
1 \* **W**hy  
1 \* **H**ow

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5W1H







# It Only Took Jerry Seinfeld a Few Words to Drop the Best Career Advice You'll Hear Today

Always remember: It's not about you. 

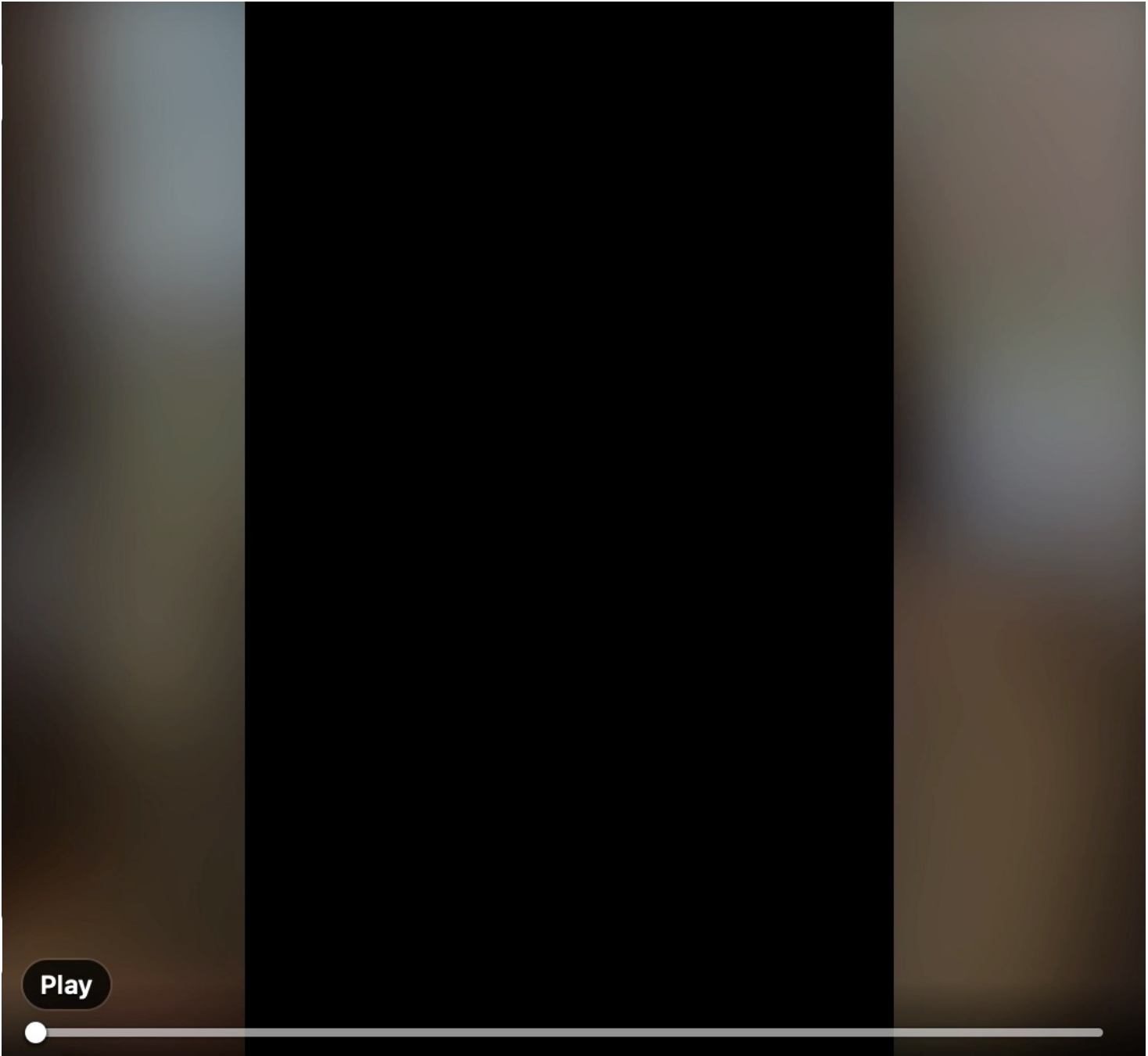


Jerry Seinfeld. Getty Images

If you're doing it for them, you'll be fine. If you're doing it for you, that could be problematic at a certain point—because they'll know it. They'll feel it. And they won't like it.

It is not about you.  
It's all about them.





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## STEP 2: PRESENTATION PURPOSE STATEMENT

WHY you are being asked to present ?

WHAT do you want to accomplish?

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3 different reasons to communicate



**Creative communication**



**Academic communication**



**Technical communication**

# Communication Spectrum

	<b>Creative</b>	<b>Academic</b>	<b>Technical</b>
<b>Purpose</b>	<ul style="list-style-type: none"><li>·To express ideas</li><li>·To demonstrate creatively</li></ul>	<ul style="list-style-type: none"><li>·To learn</li><li>·To demonstrate competency</li><li>·To think critically</li></ul>	<ul style="list-style-type: none"><li>·To persuade</li><li>·To inform</li><li>·To help others complete tasks</li></ul>
<b>Types</b>	<ul style="list-style-type: none"><li>·Nonfiction</li><li>·Novels</li><li>·Stories</li></ul>	<ul style="list-style-type: none"><li>·Essay</li><li>·Books</li></ul>	<ul style="list-style-type: none"><li>·Proposals</li><li>·Correspondence</li><li>·Feasibility reports</li><li>·Oral presentations</li><li>·email</li></ul>
<b>Message</b>	<ul style="list-style-type: none"><li>·For enjoyment</li><li>·Attention from beginning to end</li></ul>	<ul style="list-style-type: none"><li>·For assessment</li><li>·Attention from beginning to end</li></ul>	<ul style="list-style-type: none"><li>·For a specific problem or issue</li><li>·Attention as needed, where needed.</li></ul>

# Communication Objective



INFORM  
EDUCATE  
REFRAME  
GAIN  
APPROVAL



MOVE TO  
ACTION



9,062 LBS

THANK YOU!



IRUN4RESCUE DOG FOOD DRIVE

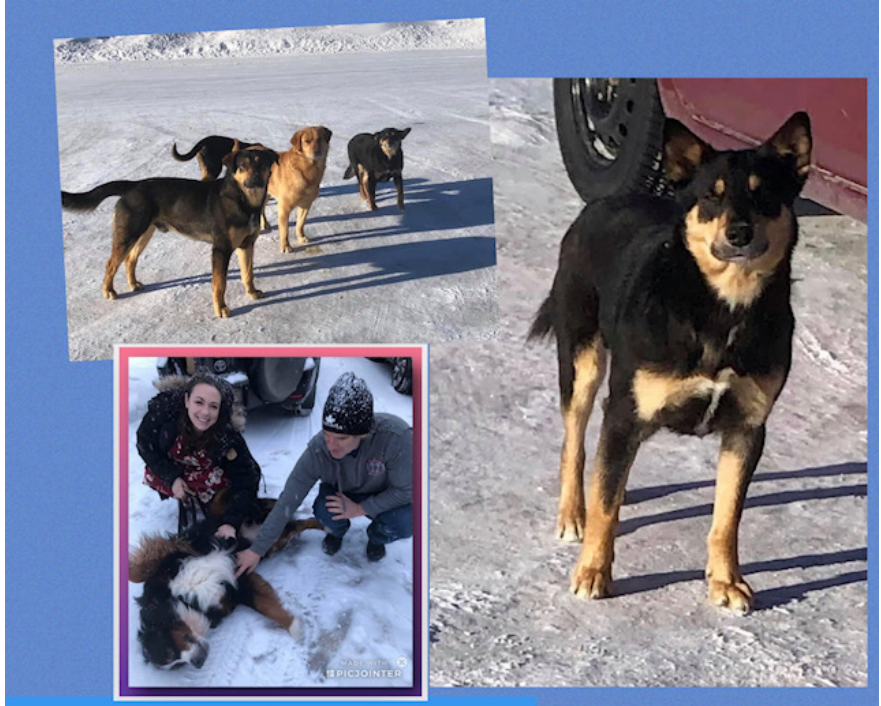
#irun4rescue



Dog Food Drive | Nov 3rd 2019



Running Room LTD.



# The Presentation Purpose Statement

QUESTION	ANSWER
<p><b>What: What is the topic?</b> Identify the Purpose Statement in one complete sentence. Be Specific. The more precise it is, the more successful you will achieve the result.</p>	<p>My purpose is to <b>inform, educate and move to action</b> the running community about the stray dog populations challenges in northern Manitoba.</p>
<p><b>Action:</b> What do you want the audience to know, believe or do after listening to my message?</p>	<p>I want the runner to donate a bag of 50 lbs. dry food to The Ark Project next Saturday at Garbage hill in Winnipeg.</p>





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## STEP 3: BRAINSTORMING

What is I draw a blank with ideas?

What if I have too many ideas?

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# 60,000 THOUGHTS PER DAY!

In 2005, the National Science Foundation published an article noting the average person has:

- 12,000 to 60,000 thoughts per day.
- 80% are negative
- 95% are repetitive.



## DID YOU KNOW

The National Science Foundation published an article summarizing research on human thoughts per day. It was found that the average person has about **60,000 thoughts per day**.

Of those thoughts, **80% were negative**, and 95% were exactly the same repetitive thoughts as the day before.

@AnxietyAide

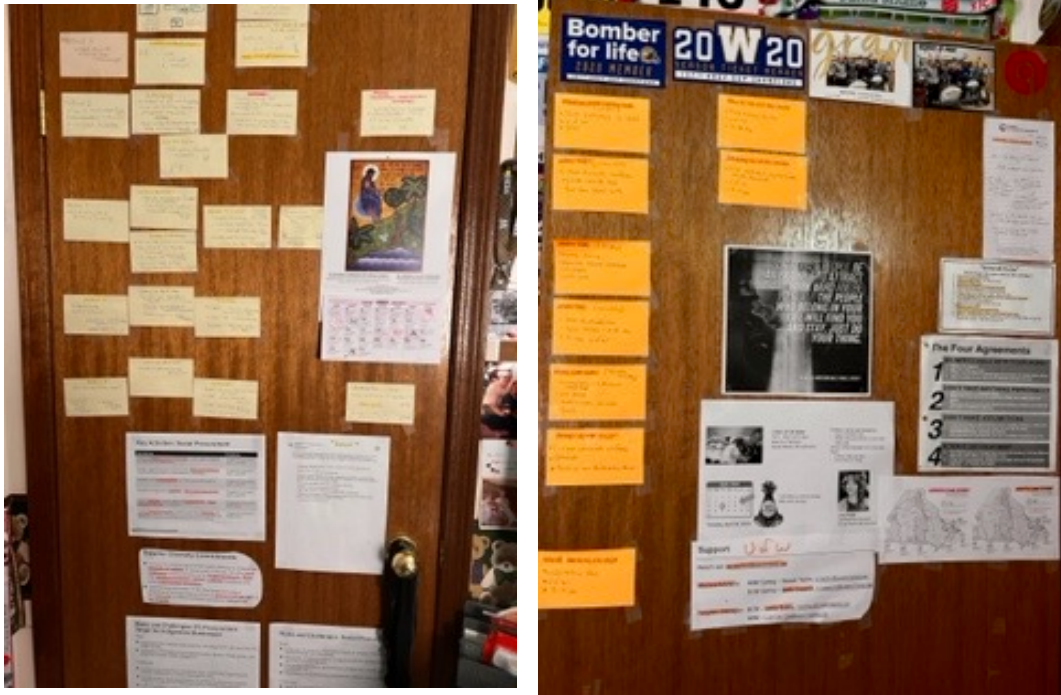


[Reference: National Science Foundation](#)

**Reference:** Twitter, Panic Aide (Anxiety Aide +CBD) (February 22, 2022), accessed May 31, 2023)

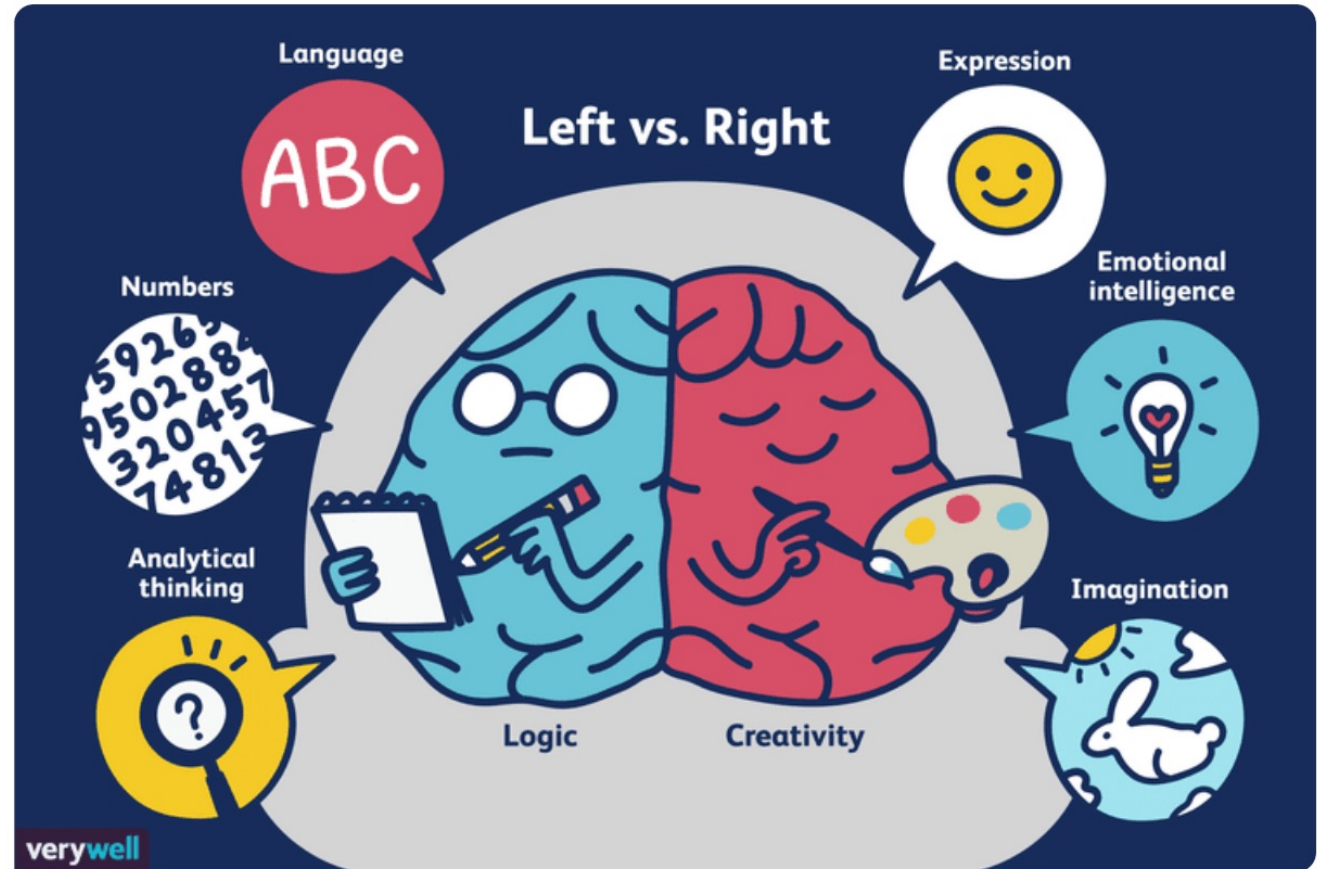
# Free writing

*“This technique is useful for presenters to overcome “writer’s block” or Self-criticism to produce a raw but often usable material to make up your presentation.”*



## LEFT BRAIN FUNCTIONS

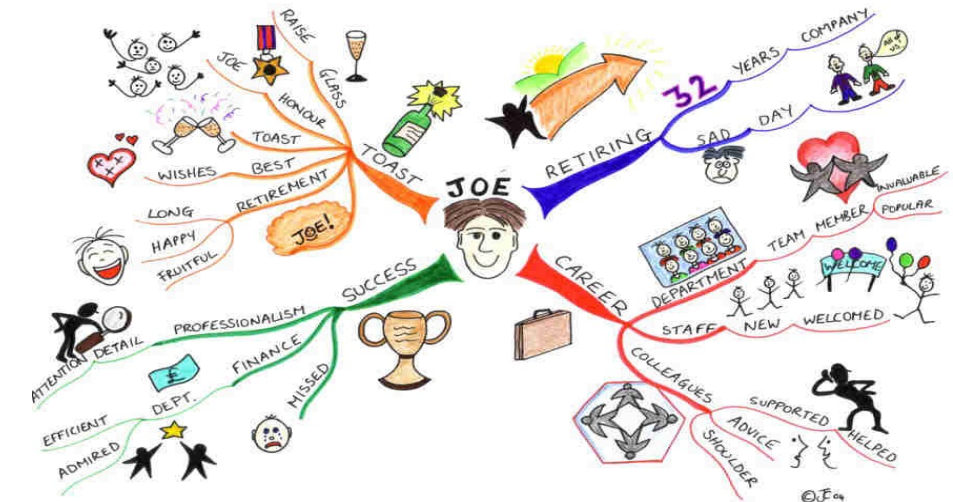
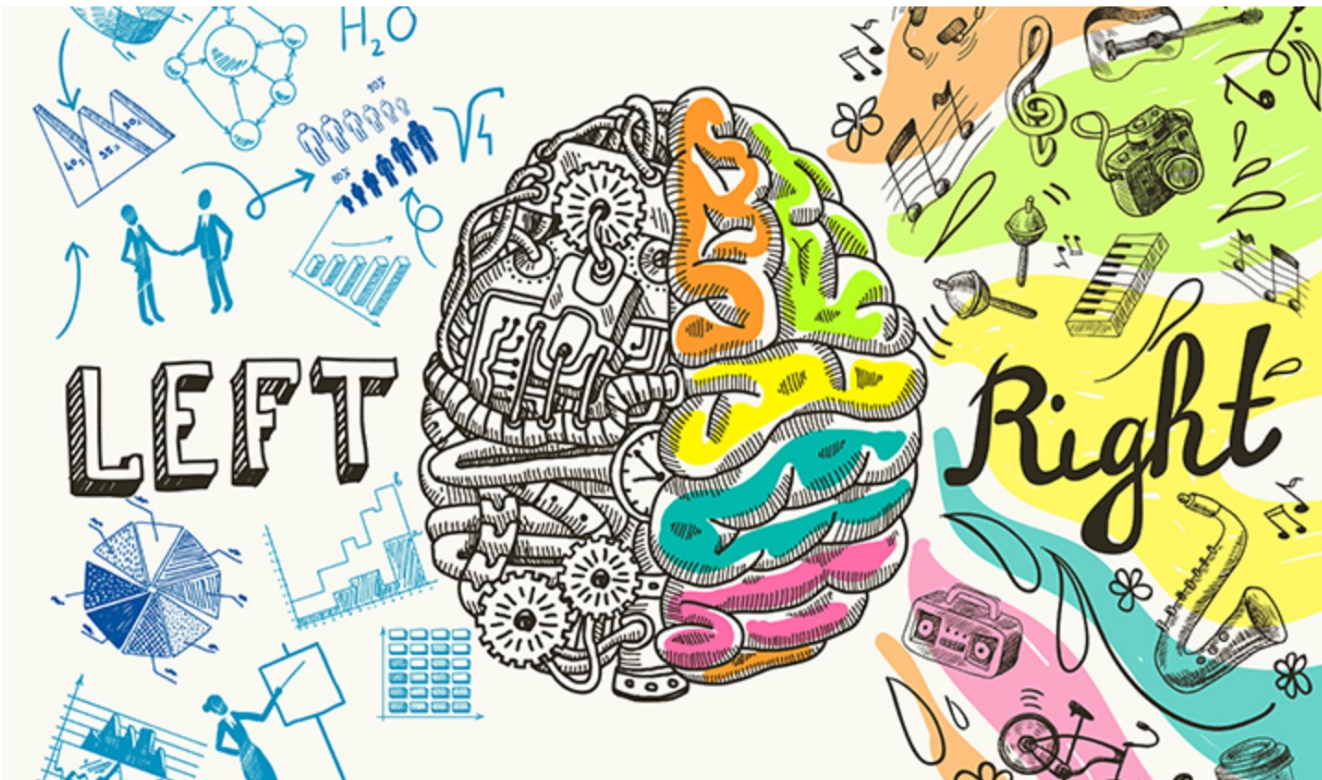
*“uses logic, detail oriented, facts rule, words & language, present & past, math & science, can comprehend, knowing, acknowledges, order/pattern perception, reality based, forms strategies, practical, safe ”*



© Verywell, 2017

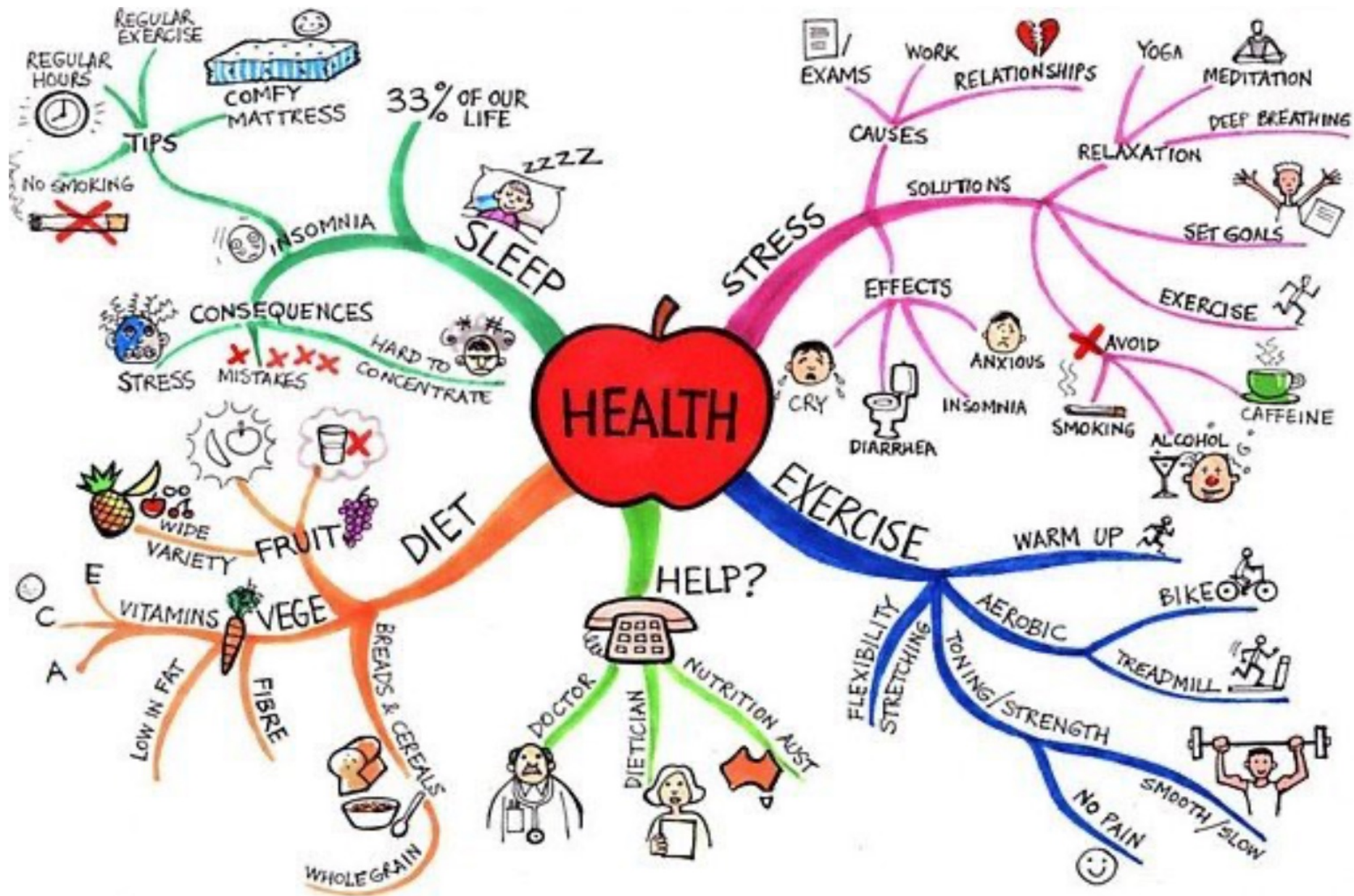
# Mind Mapping

*“This technique is like visual brainstorming, where you are downloading everything that is crammed inside your brain and onto a piece of paper. Basically it allows you to organize information in a visual way, which correlates with the way the mind actually works”*



## RIGHT BRAIN FUNCTIONS

*“uses feelings, "big picture" oriented, imagination rules, symbols and images, present and future, philosophy & religion, believes, appreciates, spatial perception, fantasy based, presents possibilities, impetuous, risk taking”*



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## STEP 4: BEGIN WITH A BANG!

How do you grab the audience's attention?

How do you keep their attention?

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### Man Tries to Hug a Wild Lion, You Won't Believe What Happens Next!

EARTH PORN — 1620 COMMENTS



When was  
the last time  
you tried  
something new?

1 in 5 of Canadians will experience a mental illness in their lifetime.  
Source: The Canadian Mental Health Association



Begin with a Bang!

*“Good examples”*

- Begin with a thought provoking question
- Make a shocking statement with statistics
- Quote a famous person
- Start with a short video
- Link to a current event – local paper
- Tell an opening story
- Use a definition
- Use humor

ONE UNSPAVED CAT HAS 4 KITTENS



2 MALE,  
2 FEMALE

8 MONTHS LATER

16 MONTHS LATER



"It takes months to  
find a customer...  
seconds to lose one."

**Vince Lombardi**

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## STEP 5: END WITH A BANG!

How do I ensure my message has been received?

Ask for the sale? Close the deal!

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At the conclusion of your presentation your coming full circle...



The beginning



The middle



The end

# Close the loop...



- If you open your presentation with a thought provoking question – be sure to answer the question during the close.

- If you shock your audience with some statistics at the beginning – ensure you conclude by telling them how you can resolve the numbers.

- If you start out with a challenge – then conclude with how you would resolve the challenge.

- If you open with a promise to inform your audience, then conclude with summarizing what you have told them.

# Three powerful ways to close...

## #1 Close with a summary

*“Tell them what you’re going to tell them. Tell them. And then tell them what you told them.”*



## #2 Close with a story

*“Ensure the story is brief, and relates to the theme.”*



## #3 Conclude with a call to action

*“Challenging the audience to leave and take action is the best way to wrap up your presentation.”*



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## STEP 6: THE FRAMEWORK

How do I organize the message so its easy for the audience to follow?

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**The main body of your presentation is the heart of your presentation...**

**After your brain storming activities & research...how do you organize the middle part of your presentation in a logical, organized sequence?**



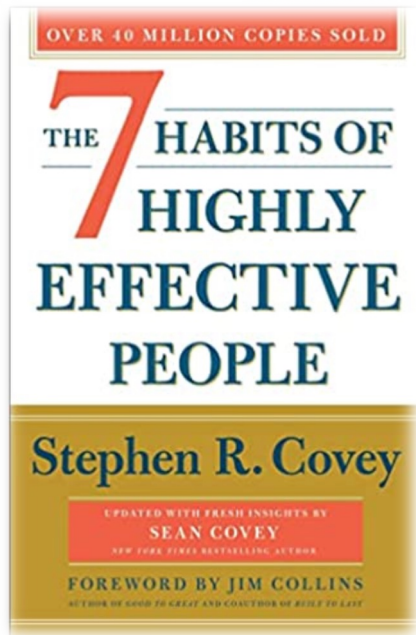
# SPENCER'S RESILIENCE TIPS



1. ONE STEP AT A TIME
2. ONE MOMENT AT A TIME
3. REACH OUT TO OTHERS

## Different types of framework...

- Past, Present, Future
- Problem & solution
- Numerical
- Goals & steps
- Most difficult - least difficult
- Features/Benefits
- Status quo/change
- Spatial order
- General to specific
- Most important to less important



How to Get Fit

- 1) Eat cleanly
- 2) Get your body moving
- 3) Drink lots of water


**CAUTION:** Side effects may include happiness, radiance and amazing health.

something to wear




Irina Blok

**PROBLEM**



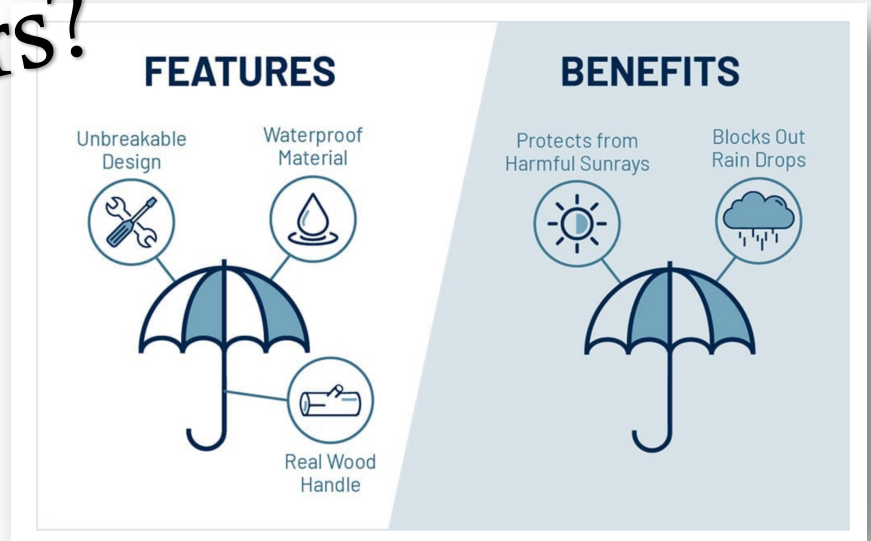
the trouble that happens to a character in the story!

**SOLUTION**



how the problem is solved or fixed in the story!

What are your chapters?



Segment 1	<b>THE PROBLEM</b>
Main Idea #1	Problem: Stray dogs in northern Manitoba
Point A	- <u>Dogs</u> starving
Point B	-Aggressive dogs are a danger to the community
Point C	-The problem is increasing every year.
Transition	(What can WE do?)



Segment 2	<b>WHAT IS CURRENTLY BEING DONE!</b>
Main Idea #2	Mobile Spay and Neuter clinics every 2 months (after covid)
Point A	-Vets donate their time
Point B	-Rescue organizations (various) donate their human power
Point C	-Donate clothes, blankets, medical supplies
Transition	(What CAN I do?)



Segment 3	<b>WHAT CAN I DO TO HELP! (Solution)</b>
Main Idea #3	Shortage of dog food to attract the stray dogs to the clinic
Point A	Support us, by donation a bag today.
Point B	Allows the rescue organization to focus on other expenses. (outside of food)





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## STEP 7: QUESTIONS & ANSWERS

How do you best prepare for the Q & A session?

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**Why does you audience  
need to ask questions?**

Eager Eddie



Negative Nelly



Complainer  
Charlie



Do you recognize these  
audience members?



Dominator  
David



Expert Edward

Side Talker  
Sam





Quadrant I  
(Difficult & Hostile)



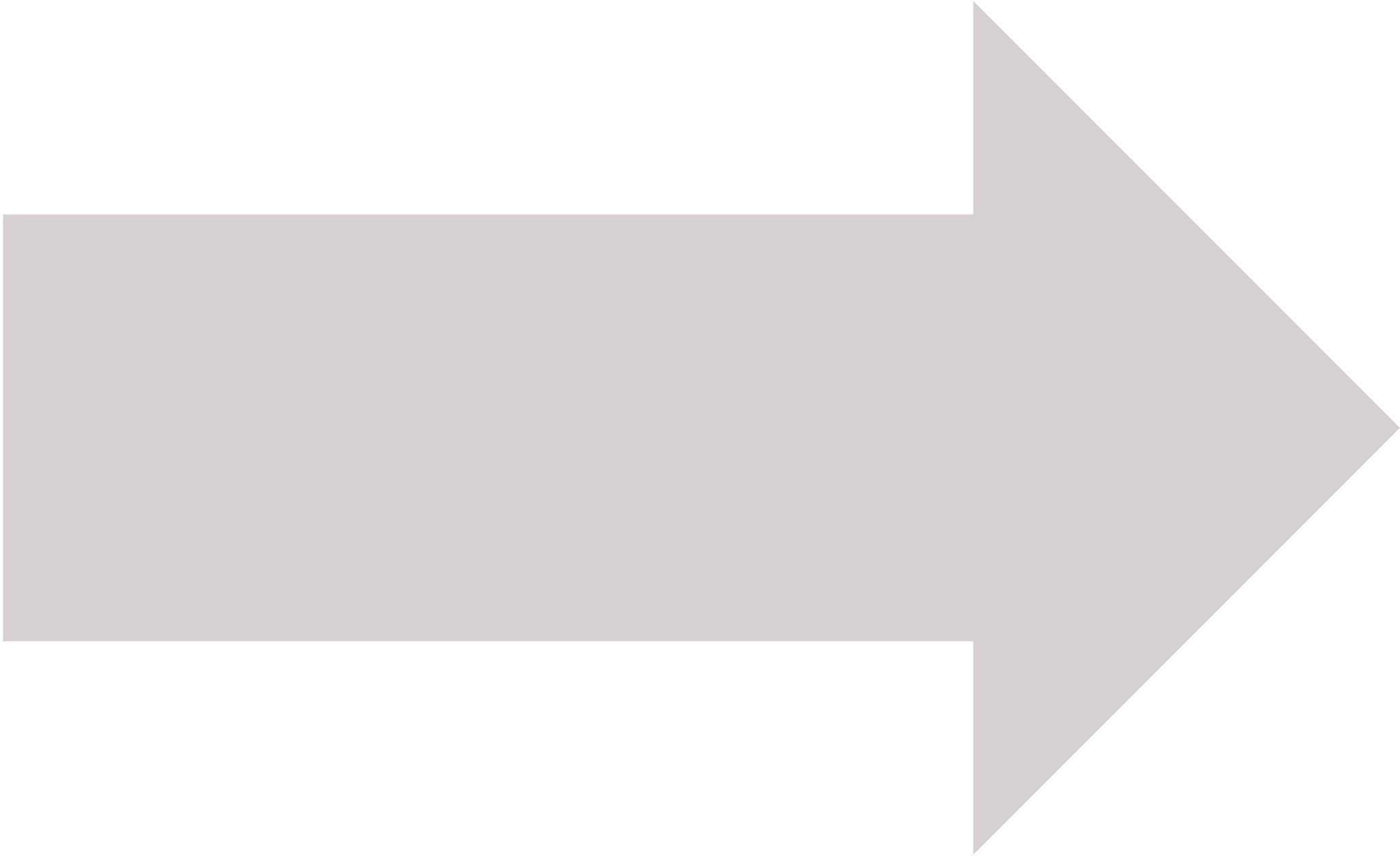
Quadrant II  
(Difficult – not Hostile)



Quadrant III  
(Medium level of difficulty)



Quadrant IV  
(Easy to answer)



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## STEP 8: BE VISUAL



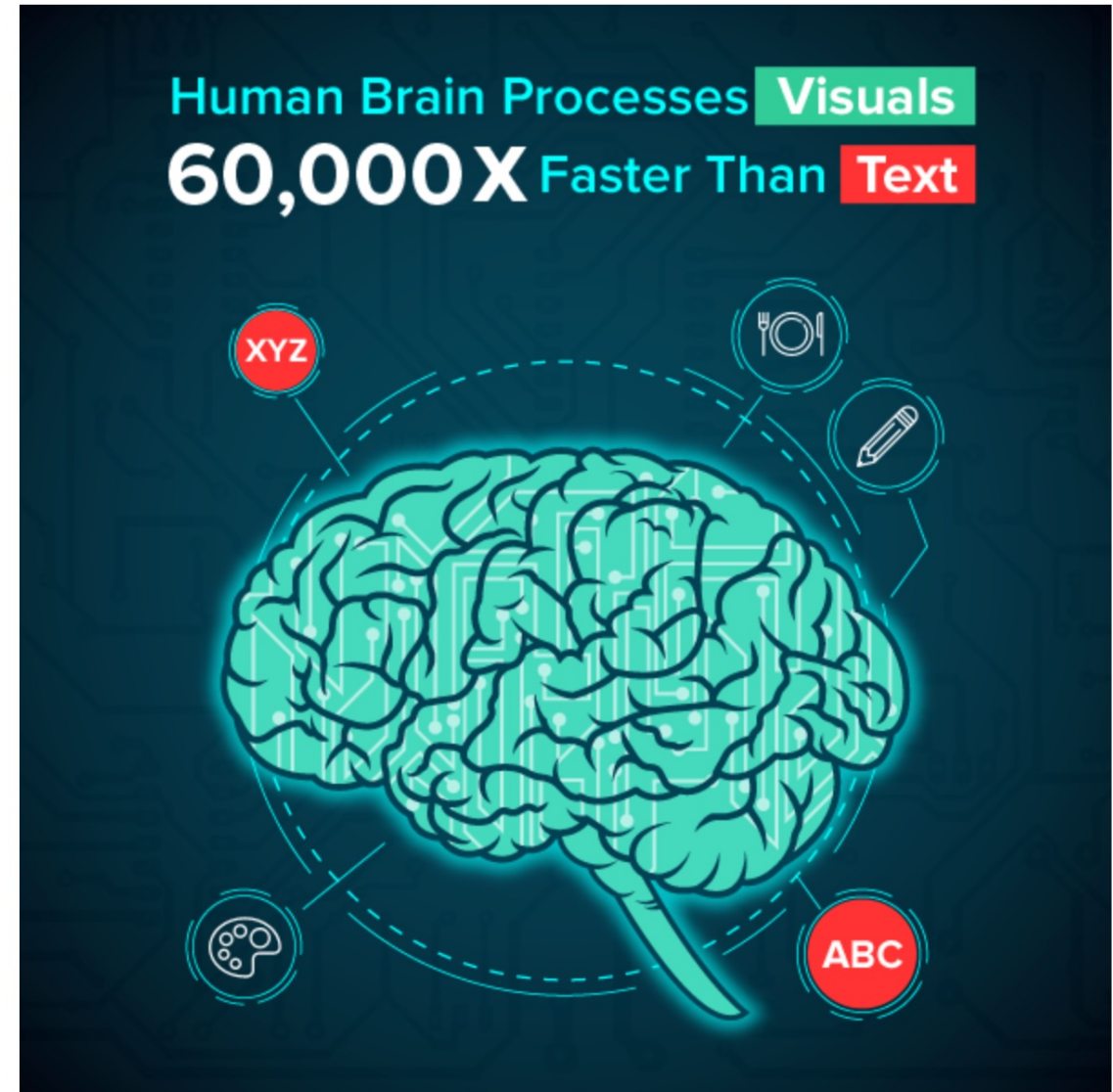
How do we keep the audience interested in the presentation?

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## STEP 8: BE VISUAL

- Visualization works from a human perspective because we respond to and process visual data better than any other type of data.
- The human brain processes images 60,000 times faster than text, and 90 percent of information transmitted to the brain is visual.



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**Reference:** Martha – Industry Design, The Brain: A Complex Organ That Processes Information Quickly and Efficiently. (2022, February 22) Accessed May 31 2023.

# Government of Canada Procurement Community Competencies

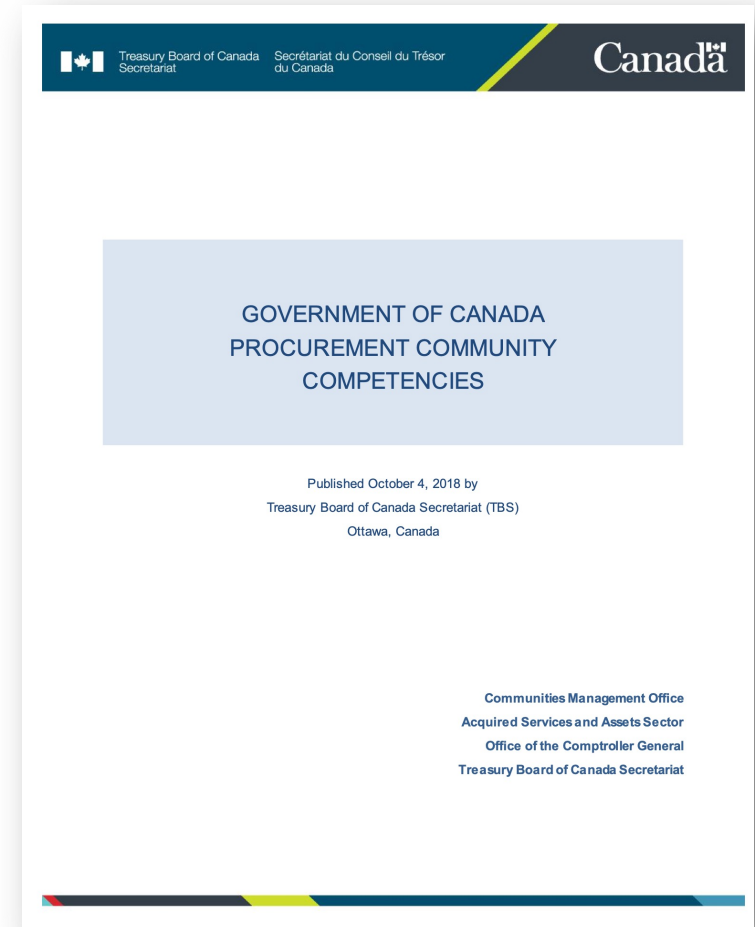
This *Government of Canada Procurement Community Competencies document* is the result of a thorough and inclusive consultation and approval process. It is intended to be a comprehensive competency-based management tool for the procurement community. Users can use these competencies according to their HR requirements and career interests. This publication provides a comprehensive listing of all new and current competencies that are needed by procurement practitioners to meet today and in years to come requirements.

There are five technical competencies identified as most critical through extensive consultation with subject matter experts within the government, private sector and academia as well as numerous publications from other jurisdictions (many other technical skills may also be required to be an effective and efficient procurement functional specialist).



# Government of Canada Procurement Community Competencies

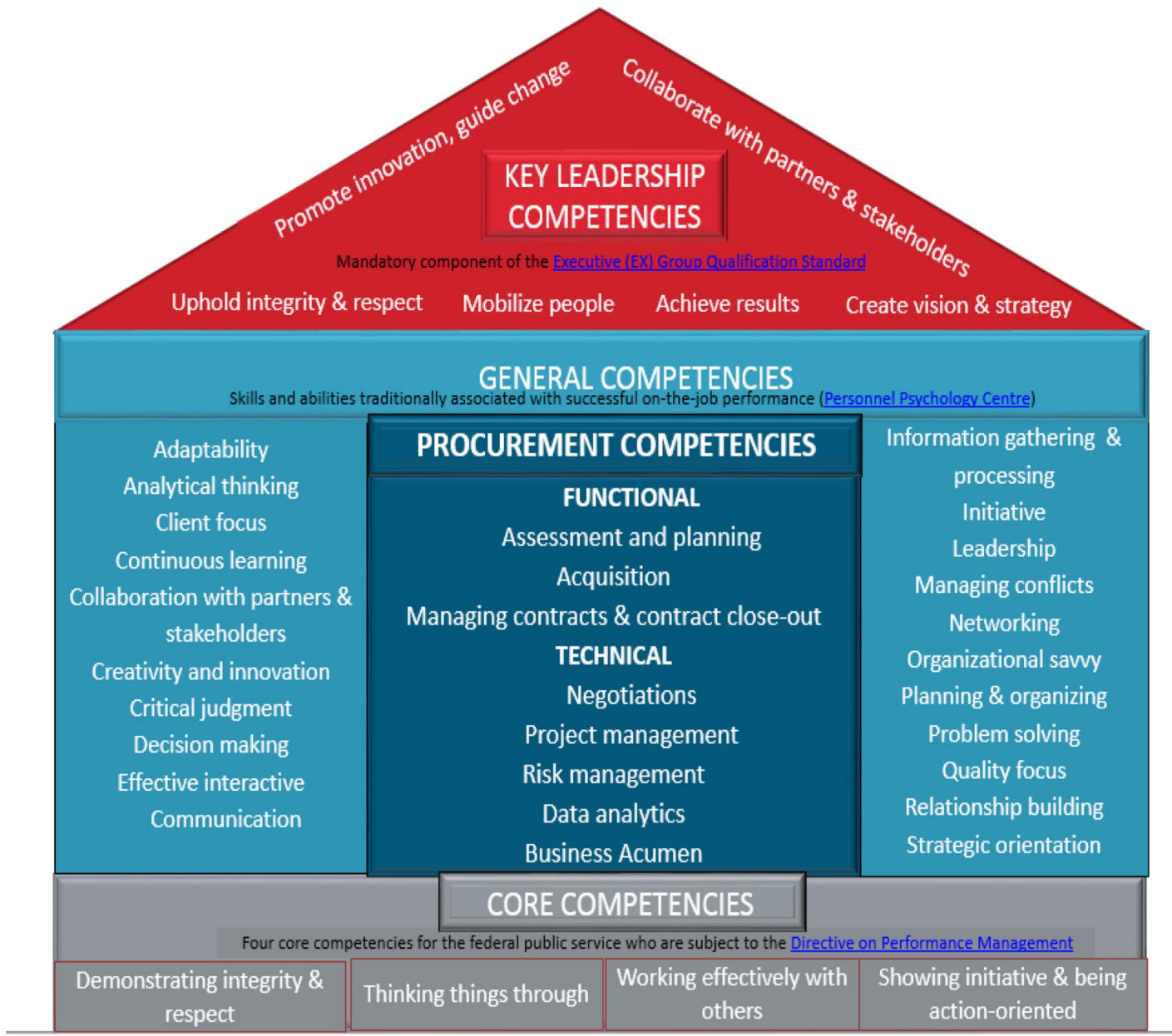
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[Gov't Canada Procurement Competencies](#)

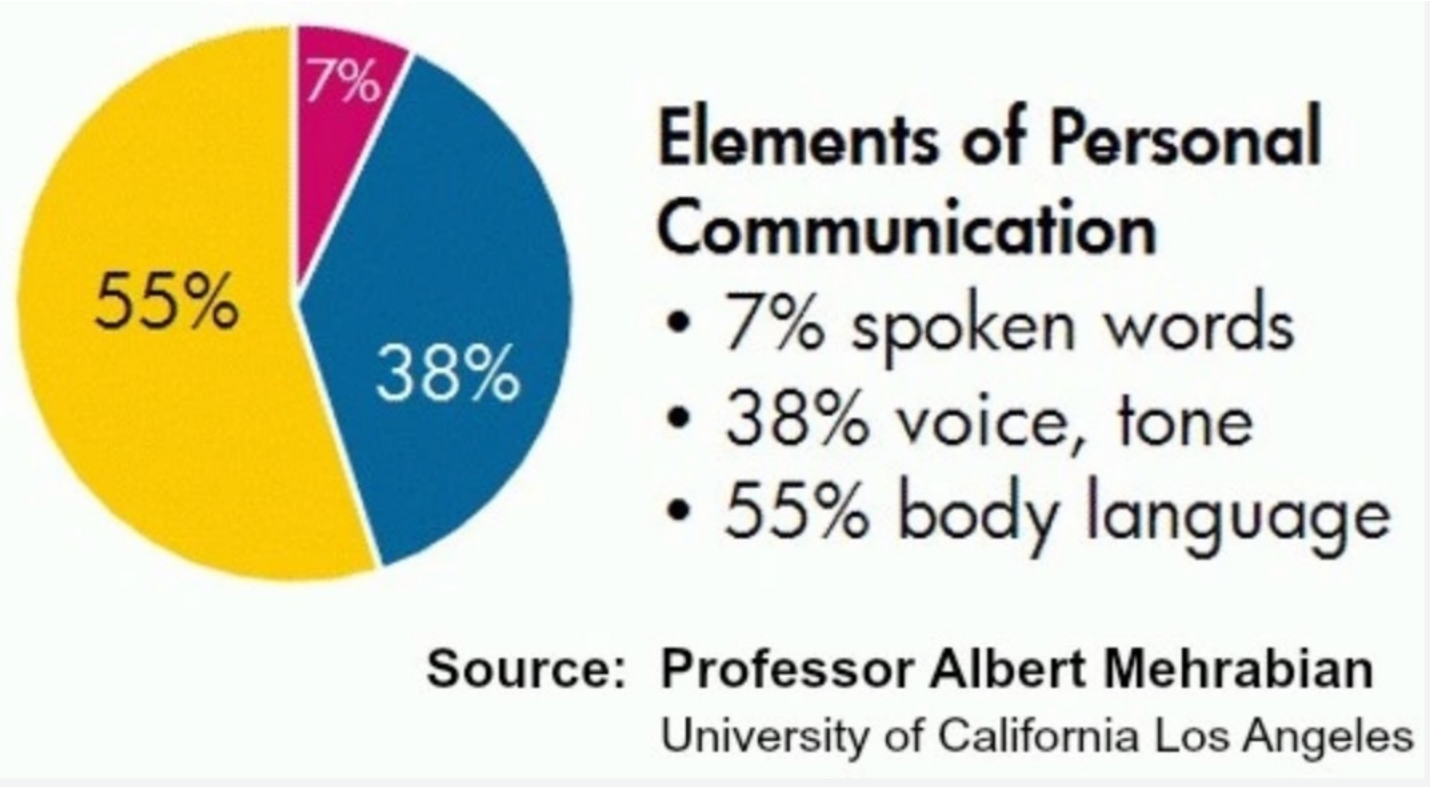
**Reference:** Treasury Board of Canada Secretariat (TBS) (2018, October 4) Gov't of Canada Procurement Community Competencies





**Functional competencies** are applicable to a particular employee group and **technical competencies** are applicable to a particular job.





# BODY LANGUAGE

## Body Language Tricks Do's & Don'ts



**Reference:** Brendan Smialowski, AFP, Getty Images, CNBC Website, It's just Bernie being Bernie, accessed May 31, 2023. [cnbc.com](https://www.cnbc.com)

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QUESTIONS?

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# The Presentation Framework

## Audience Analysis

- 5W1H

## Presentation Purpose

- Inform
- Educate
- Gain approval
- Move to action

## Brainstorming

- Lists
- Pictures
- Connect the dots

## Beginning with a bang!

- Grab the audience's attention

## The Framework

- What are the chapters of the message?

## Q & A Session

- What are the chapters of the message?


## End with a Bang!

Have the last word!



be visual





The effect you have on  
others is the most  
valuable currency  
there is.

Jim Carrey



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# THANK YOU

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