

Presentations: Delivering with confidence



The small print

Prerequisites

Time in the workshop is precious – it is an opportunity for you to interact with the workshop leader and other participants through questions and discussions and to share your experiences and concerns. To make the most of this time we sometimes ask you to carry out learning activities ahead of the workshop so that everyone comes into the class with the same basic knowledge. We keep this prior learning to a minimum and often make use of online videos. Online videos provided through LinkedIn Learning can be accessed free of charge by University members anytime, anywhere, through a browser or app.

Your course booking will tell you if any prior learning activity is required. If you don't have an environment where you can do this learning, you can come along to one of our LinkedIn Learning sessions. These are a quiet space where you can work through videos or other workshop resources.

If you arrive for a workshop without having done the prior learning, the workshop leader may suggest that you come back on another session.

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About the workshop designer

Kieran Suchet has more than twenty years' experience teaching across the UK and Europe. His effective use of communicating ideas through text and digital media has benefitted clients ranging from university students to top level government officials and industrialists. In tandem with his work in bespoke tutoring, Kieran works as an actor, presenter and writer.

Revision history

Version	Date	Author	Comments
1.4	January 2024	Kieran Suchet	Course book Updated
1.3	May 2023	Kieran Suchet	Slides Updated
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1.1	November 2022	Kieran Suchet	Slides updated
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About this workshop

This workshop will help you learn skills which you can use when practising and delivering a live presentation.

What you will learn

We will discuss some of the common problems which hold people back from coming across as fluent, confident and warm when giving presentations.

We will practise techniques which will help you to prepare yourself mentally before standing in front of an audience, as well as creating strong linguistic devices to hold your audience's attention.

There will also be practical advice, activities and role-play to help break down some of the barriers we encounter when being under the spotlight.

In this session we will cover the following topics:

- Tips for setting up your presentation technology
- Creating strong opening and closing statements and dealing with Q&A
- Making the best impression on others
- Understanding body language and using your space effectively

What you need to know

The ideas and techniques covered in this workshop will apply to both those who already give presentations and those who think they will do so in the future.

The resources you need

The resources for most workshops, including any pre-course activity, are in the IT Learning Portfolio: visit skills.it.ox.ac.uk/it-learning-portfolio and search for "presentations".

QR codes appear on some on the teacher's slides, so having a mobile device is necessary.

Learning Objectives

This workshop has the following learning objectives:

- Technical confidence – where are the files, room set up, slide show, notes, clickers, microphones
 - Linguistic confidence– Strong opening & closing statements answering difficult questions
 - Physical confidence – What to wear, warming up, gesticulation, movement
 - Delivery confidence – Presentation practice with feedback
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Technical tip

Enabling Presenter View:

1. Make sure Use Presenter View is selected in PowerPoint Slide Show



2. Hold down Windows key + P to bring up projector settings
3. Select 'Extend Monitor'
4. Start the PowerPoint slideshow as usual
5. The presentation will now be displayed in Presenter View
6. When finished presentation, hold down Windows key + P to bring up projector settings
7. Select 'Duplicate Monitor' to return to normal display

Further information

Getting extra help

The IT Learning Centre offers bookable clinics where you can get pre- or post-course advice. Contact us using courses@it.ox.ac.uk.

Study Videos from LinkedIn Learning

On our website, you will find our collection of self-service courses and resources. This includes providing LinkedIn Learning video-based courses free to all members of the University. Visit skills.it.ox.ac.uk/linkedin-learning and sign in with your Single Sign-On (SSO) credentials.

Some courses recommend pre- and/or post-course activities to support your learning. You can watch the online videos anywhere, anytime, and even download them onto a tablet or smartphone for off-line viewing.

About the IT Learning Portfolio online

Many of the resources used in the IT Learning Centre courses and workshops are made available as Open Educational Resources (OER) via our Portfolio website at skills.it.ox.ac.uk/it-learning-portfolio.

Find the pre-course activity for this course in the IT Learning Portfolio: visit skills.it.ox.ac.uk/it-learning-portfolio and search for “presentations activity”.

About the IT Learning Centre

The IT Learning Centre delivers over 100 IT-related teacher-led courses, which are provided in our teaching rooms and online, and we give you access to thousands of on-line self-service courses through LinkedIn Learning.

Our team of teachers have backgrounds in academia, research, business and education and are supported by other experts from around the University and beyond.

Our courses are open to all members of the University at a small charge. Where resources allow, we can deliver private courses to departments and colleges, which can be more cost-effective than signing up individually. We can also customize courses to suit your needs.

Our fully equipped suite of seven teaching and training rooms are usually available for hire for your own events and courses.

For more information, contact us at courses@it.ox.ac.uk.

About IT Customer Services

The IT Learning Centre is part of the Customer Services Group. The group provides the main user support services for the department, assisting all staff and students within the University as well as retired staff and other users of University IT services. It supports all the services offered by IT Services plus general IT support queries from any user, working in collaboration with local IT support units.

The Customer Services Group also offers a data back-up service; an online shop; and a computer maintenance scheme. Customer Services is further responsible for desktop computing services – for staff and in public/shared areas – throughout UAS and the Bodleian Libraries.

Dealing with difficult questions:

Comment on the question – this buys you time and helps you engage with the query:

- That's a good question, I get asked that a lot.
- That's an interesting question, I haven't been asked that before.
- That's a tough one and depends on several factors.
- That's a fascinating question, does anyone else have that problem?

Divide up your answer – this helps you to think logically and give a coherent response.

- There are two ways of looking at this, on the one hand... on the other hand...
- That strategy has both advantages and disadvantages, the positives are...however, the negatives can be...
- I would approach this in several separate stages: firstly...secondly...thirdly...
- It can depend on how people view the issue: from our perspective.... However, you may see it as...
- There's a lot to unpick in there, can I start by answering the first part and come back to you for further response?

Have further resources to point to:

- Write your email address at the bottom of each slide. If you cannot answer a question, tell the person asking to write to you afterwards and you will get back to them with an answer soon
- Use a QR code (with bit.ly link underneath) on the Q&A slide which points to a helpful website or other useful resource.
- Add extra slides (with supplementary content) onto the end of your slide deck which you don't show unless asked about specifically.

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Summary of main points:

Technical confidence:

- Try to see the venue beforehand
- How will I load my presentation – USB stick? Send PPT beforehand?
- Will I be first? Do I need to set up Presenter View, Extend screen (Windows + P)
- Will there be microphones (podium shoe or wireless) and cameras? What does that mean for my mobility? Is there a Bluetooth clicker?
- Will the presentation be recorded? Will it be hybrid? Who deals with the online audience?
- How long do I have? Will there be Q&A. How many people are attending?

Linguistic confidence:

- The audience will remember how you made them feel : Competence + Warmth.
- Strong opening statement: personal story; bold statement; inspirational quote
- Main presentation: image-based slides; notes to suit your style/ability
- Strong closing statement: Restate main points; illustrative story/example; call to action; inspirational quote
- Q&A: You're in control; your email on each slide; supplementary slides; QR codes

Physical confidence:

- Dress to impress: temperature appropriate outfit; mild discomfort helps awareness
- Solid, dark colours, collar, no loud designs or logos
- Light exercise, breathing, meditation for nerve management

Delivery confidence:

- Self-awareness and reflection
- Voice: modify volume, tone, intonation
- Eyes: vary contact, look around the room, communicate with intent
- Body: positive/open posture, don't fidget, illustrate your meaning

Further resources:

- [Public Speaking Foundations](#) on LinkedIn Learning
- Download Exercise files (3 checklists to help plan: Event/Room/Audience)

NOTES:


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Resources for your learning

Activities for you to practice today
In the coursebook
Work at your own pace!
Be selective




Videos with today's topics [LinkedIn Learning](#)

Follow-up work
Continue with exercises after the session
Bookable Course Clinics later

Your safety and comfort are important


Where is the fire exit?
Please tell us if anything doesn't work
The welcome area has vending machines and a water cooler
The toilets are along the corridor outside the teaching rooms



Ice-breaker:

How are you feeling right now?

Waiting for answers








Objectives:

Today we will cover:

- Technical confidence - where are the files, room set up, slide show, notes, clickers, microphones
- Linguistic confidence- Strong opening & closing statements answering difficult questions
- Physical confidence - What to wear, warming up, gesticulation, movement
- Delivery confidence - Preparation, practice and feedback

Ground Rules

- **Observe**
- **Reflect**
- **Engage**
- **Practice**
- **Repeat**

Reflection in action



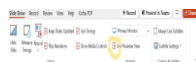
Before the event:

- Venue
- Recording
- Capacity
- Time



Technical set up:

- My presentation
- USB
- Projection setting
- Presenter view
- Clicker + dongle
- Script



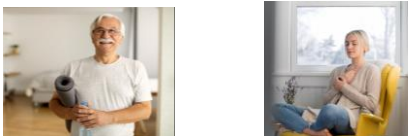
Competency vs Warmth:



Before you speak pt 1



Before you speak pt 2



Strong opening statements



Source: www.beautiful.ai

Strong closing statements



Q&A



Don't forget to engage with your audience

[Kimi Raikkonen Interview](#)



- **Voice**
- **Eyes**
- **Body language**
- **The space**



[Scott Harrison shares his story](#)

Practice, repeat, reflect



Find the resources for this workshop in our IT Learning Portfolio
Download the files (and more) from the IT Learning Portfolio at

skills.it.ox.ac.uk/it-learning-portfolio



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