INSIDE-OUT LEARNING INC
Transformative Learning That Lasts

Take Your Presentations to Your Next Level



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Your Presence

Authentic Presence Qualities
Warmth *Clarity* **Integrity** Polish/Poise *Thoughtfulness*
Sincerity Inspiration *Confidence* **Trustworthiness**
Openness *Passion* **Respect** Your Authentic Brand
Body Language Non-Verbal Communication
Virtual Presentation Tips

+

Your Audience

Know Your Audience – Audience Understanding Matrix
Tailor Your Message to Your Audience – Style Awareness

+

Your Presentation

Formula for Presentation Success
Attention-Getting Opening
Executive Summary *Agenda* **Clear Body Message** Finish Strong
Creating Compelling Slides
Completion & Practice of Actual Presentation
Video Taping *Feedback* **Final Video Review**

=

Your Success

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WHAT?

- To learn key presence and presentation skills tools and techniques.

WHY?

- To help you excel as a leader and professional.
- To get to YES faster in any presentation, including winning business.
- To exceptionally deliver any presentation you give.

WANT?

- To learn and apply:
  - A proven formula for presentation success that guarantees your presentations will be better than your past best.
  - Apply the tools you learn today to deliver exceptional presentations.

AGENDA

11:05 Introduction
Virtual Presentation Tips
Formula Overview
Audience Understanding Matrix
Formula for Presentation Success
Attention-Getting Opening
Executive Summary
Agenda
Clear Body Message
Finish Strong
Close with Next Steps
12:30 End

APPLY THE LEARNING

- Complete your presentation
- Record your presentation and review using the Self Evaluation in your workbook

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WHAT DOES YOUR AUDIENCE SEE?

- Adjust your webcam at or near eye level.
  - » Practice eye contact using the camera
  - » Be mindful of your facial expressions
- Lighting should be even or brighter on your face than the background.
  - » Use desktop lamps as necessary.
- Remove any distracting items from your background.

WHAT DOES YOUR AUDIENCE HEAR?

- Use a headset when possible to avoid echo or feedback.
- If using speakerphone, place padding under your phone to reduce desktop noise.
- Dial into your meeting as a back-up.

PRESENTING WHILE STANDING IN A VIRTUAL MEETING

- Better vocal projection
- Allows for more movement and energy
- More engaging to your audience
- Raise camera to eye-level
- Use an external mic
- Use headphones with an extension or wireless



ENGAGEMENT TIPS & IDEAS

On camera

- Ask for a show of hands
- Thumbs up/down
- Show & Tell or Props
- Hat day
- Fun background day

Screen share

- Collaborate on a shared document
- Share a picture, video, webpage
- Share a best practice

Other

- Solve a problem using things at your desk
- Find 3 things in your office to solve X
- Roll the dice to decide X
- Create a story with random word generator
- Continuum story
- Illustrate with annotations

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THE AUTHENTICITY CODE™: YOUR PRESENCE + YOUR AUDIENCE + YOUR PRESENTATION = YOUR SUCCESS

WHAT IS AUTHENTICITY?

- Your most powerful way of adding value by expressing your unique gifts and talents for your chosen audience.

YOUR PRESENCE +

- Virtual Presentation Tips

YOUR AUDIENCE +

- Audience Understanding Matrix

YOUR PRESENTATION =

- Follow our proven Formula for Presentation Success
  - Attention Getting Opening
    - Story
    - Image
    - Statistic
    - Question
    - Quotation
  - Executive Summary
    - Presentation Purpose (e.g., educate, program update, proposal)
    - What's in it for the audience (e.g., business or technical impact)
    - Action you want from the audience (e.g., buy-in, input, resources, decision)
  - Agenda
    - Outlines main points
  - Clear Body Message
    - H=Highlight the Point (Hottest Topic Starts)
    - O=OK, So What
    - R=Relevant Information/Data
    - S=Summarize the Point (Optional)
    - E=Ease to Your Next "H" or Finish Strong)
  - Finish Strong
    - Summarize key points
    - Repeat what you want from the audience
    - Strong close
- Practice and Video Tape – Ask for feedback

YOUR SUCCESS

- The accomplishment of your aim or purpose

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TOOL: IDENTIFYING THE KEY DECISION MAKERS IN A MIXED AUDIENCE

WHO MATTERS THE MOST AND WHY

What is the goal of my presentation?

Is there a hidden agenda?

PRIORITIZE THE TARGET

Who is the leader?

What is the background of the person you are presenting to?

- For example, a senior leader wants bottom line up front and key takeaways on what they need to know

Translate so they understand it

Who are the followers?

Who does the leader listen to?

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TOOL: AUDIENCE UNDERSTANDING MATRIX ACTIVITY FOR YOUR PRESENTATION

- Think of your presentation you are working on in this program.
- Who is your key audience; within that who is/are your key decision maker(s)?
- Complete the matrix for your presentation before you start writing it.

	1	2	3	4
What is most important to them?				
What hooks them?				
What details do they need?				
What are they willing to compromise?				

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AUDIENCE UNDERSTANDING MATRIX EXAMPLE

TYPICAL SENIOR LEADERSHIP TEAM EXAMPLE	
What is most important to them?	• Coordination on key areas requiring their decision and engagement. • Clarity of assignment and/or task. • Facts and data to support your decision. • Support their Business Goals and Objectives (BG&O's). • Meet your commitments.
What hooks them?	• A compelling business case when you are trying to sell an idea (facts, supporting data, risks and mitigation plans). • Engagement - Each LT member wants to be involved in shaping strategies/solutions which personally impacts them or their organizations.
What details to they need?	• Sound rationale (Qualitative and Quantitative Data) which supports your position. • Industry position on bullet 1 (particularly competitors and elite companies-Fortune 500). • Feedback form from other key stakeholders. • Cost impacts (go/no-go).
What are they willing to compromise?	• In all cases it's mixed across the group: • Some choose cost and schedule over quality. • Making the hard decision vs. following the status-quo. • Teamwork vs. individual contributor (team first vs. me first).

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Clear Page

PRESENTATION PREPARATION WORKSHEET

Name:

Topic of Presentation:

PROCESS TO PREPARE FOR A PRESENTATION

PRESENTATION AUTHOR

- Complete the Presentation Checklist and Audience Understanding Matrix below.
- Outline Presentation using the Formula for Presentation Success Worksheet (pages 11-12).
- Create the presentation and get feedback from appropriate stakeholders.

PRESENTATION CHECKLIST

A data gathering tool to help strategize the best approach to a presentation.

What is the purpose?	
What is the desired outcome/what does success look like?	
When and where is the presentation?	
Who is delivering the presentation?	
Who needs to review before it is delivered?	
AUDIENCE UNDERSTANDING	
Who is the audience/decision maker?	
What is most important to them?	
What hooks them?	
What details to they need? What should be in the main presentation? What should be in backup?	
What are they willing to compromise?	

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FORMULA FOR PRESENTATION SUCCESS WORKSHEET

Clear Page

1. Know Your Audience
2. Attention-Getting Opening
3. Executive Summary
4. Agenda
5. Clear Body Message
6. Finish Strong

ATTENTION GETTING OPENING (CHOOSE ONE)
Story Image Statistic Question Quote
EXECUTIVE SUMMARY
WHAT—What is the purpose of the presentation? (Educate, Update, Program Proposal, Value of Product/Service)
WHY—What is the benefit to the audience? (Bottom-line Impact—cost savings, market share, time/efficiency savings)
WANT—What is the action that you want your audience to take? (Decision, Buy-in, Approval, Additional Resources, Input/Feedback, Help Solving a Problem)
AGENDA

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THE AUTHENTICITY CODE™

Clear Page

AGENDA	
Simplified outline of the presentation.	
1st Topic	
2nd Topic	
3rd Topic	
Last Topic	

CLEAR BODY MESSAGE	NOTE: "S" is optional. Use for longer points.
1st Topic	**"H"** Hottest Topic
	"O" Ok, So What?
	"R" Relevant Info
	"S" Summarize the Point
	"E" Ease to the next topic
2nd Topic	**"H"** Highlight the Point
	"O" Ok, So What?
	"R" Relevant Info
	"S" Summarize the Point
	"E" Ease to the next topic
3rd Topic	**"H"** Highlight the Point
	"O" Ok, So What?
	"R" Relevant Info
	"S" Summarize the Point
	"E" Ease to the next topic
Last Topic	"S" Summarize the Point
	"E" Ease to the next topic

FINISH STRONG
Summarize the benefits and action your want your audience to take. Finish Strong with a summary, quotation, image, repeat phrase, bookend to match the opening, or a challenge.

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PRESENTATION EXAMPLES

EXAMPLE 1

Presentation Audience

Internal Company Philanthropy Group

Leadership Group

Mixed Personalities, Common Interests

Impact

Reputation

Alignment

Attention-Getting Opening

1.5 Billion







Executive Summary – Component 3

Executive Summary

SAMARITAN'S FEET

Purpose
Advocate our company to Partner with Samaritan's Feet



Motivation
Make a Positive Impact
Enhance our Global Reputation

Action
F2F meeting with Manny Ohonme
Consider Initial $20K Donation

Agenda

Agenda

Why Samaritan's Feet?
Why Us?
Call to Action
Closing

"H" = Highlight the Point,
"O" = OK, So What
"R" = Relevant Information

Why Samaritan's Feet?

SAMARITAN'S FEET

Founded in 2003 by Manny Ohonme
Mission: Provide shoes, Inspire hope



Global Reach
- 6.5 million pairs of shoes
- 91 countries and 366 U.S. cities



Created the World Shoe
- Anti-microbial
- Bio-degradable
- Able to brand w/ our logo

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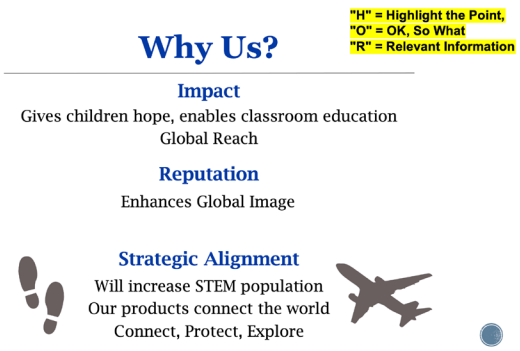

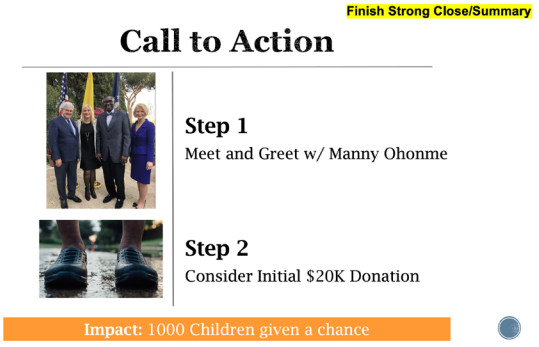







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PRESENTATION EXAMPLES

EXAMPLE 2

Audience Description

Meeting: Top Executive Committee

Key Decision Maker: CEO

Audience: Top Executive Committee

Location: Company Board Room

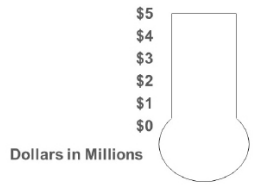
Personality Type: Mixed

Working Capital Update

John Smith
Executive Committee Review

Attention-Getting Opening

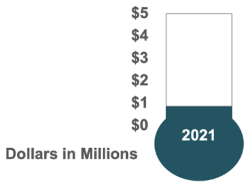
Working Capital Status



Initially Targeted $5M Improvement

Attention-Getting Opening

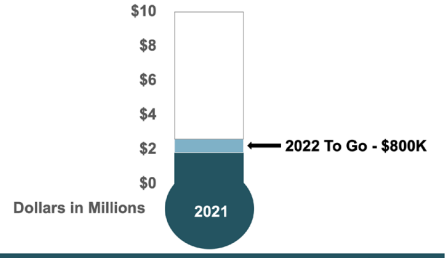
Working Capital Status



$600K in 4Q 2021

Attention-Getting Opening

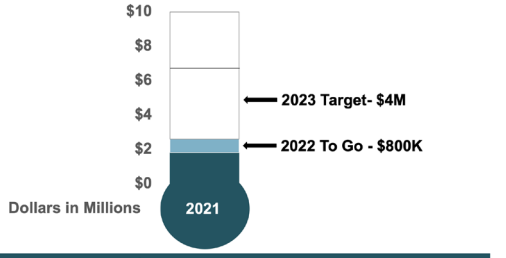
Working Capital Status



$1.8M Through 2Q 2022 . . . Increased Target to $10M

Attention-Getting Opening

Working Capital Status



$4M Target in 2023

Overall

Executive Summary

- **Purpose:**
  - –Update on Working Capital improvements
- **Value Proposition:**
  - – Improve operational efficiency
  - – Cultural change has started
- **Action:**
  - – Flow down of recommended communication message

Agenda

Agenda

- Working Capital Status
- Metrics
- Next Actions

"H" = Highlight the Point,
"O" = OK, So What

Working Capital Status



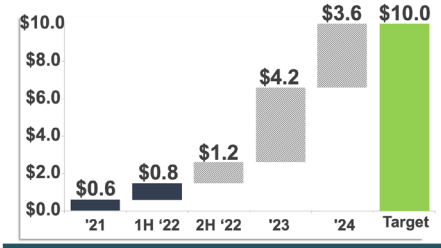
- 2022 target - $2.0M improvement
- Procure to Pay
- Inventory Management
- Communication strategy in place

Accelerating financial benefit…driving working capital culture

"R" = Relevant Information

Working Capital Status

$ in Millions



$10M Improvement over 3 Years

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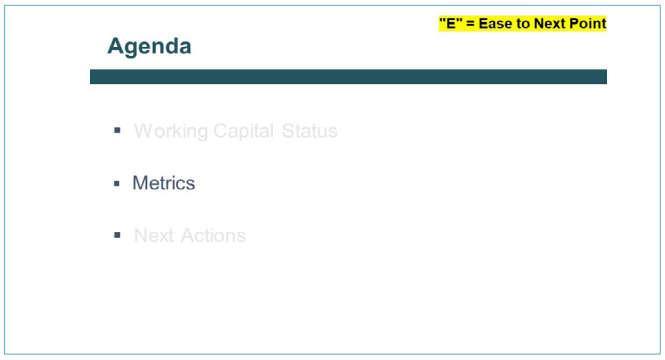

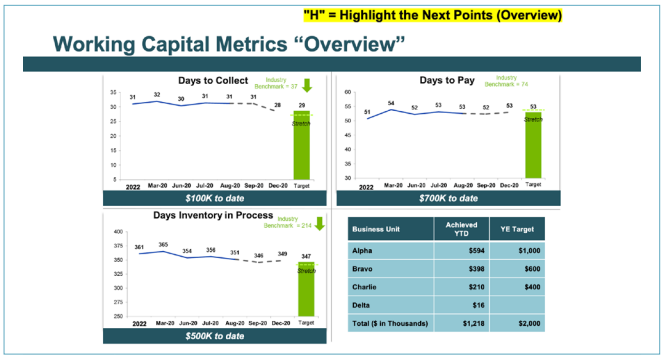

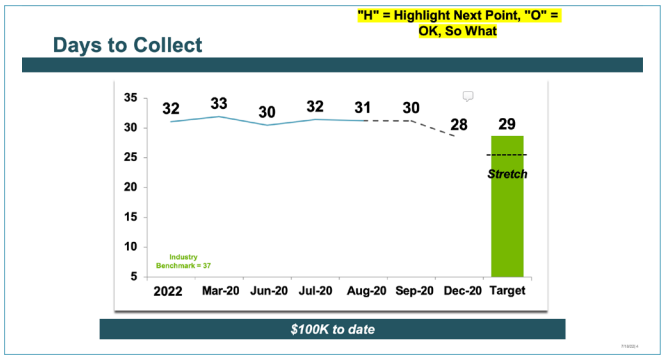

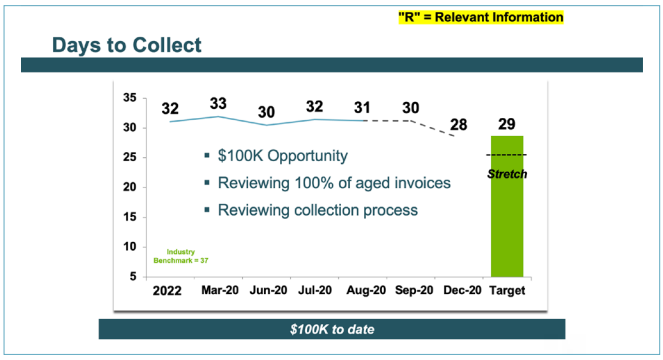

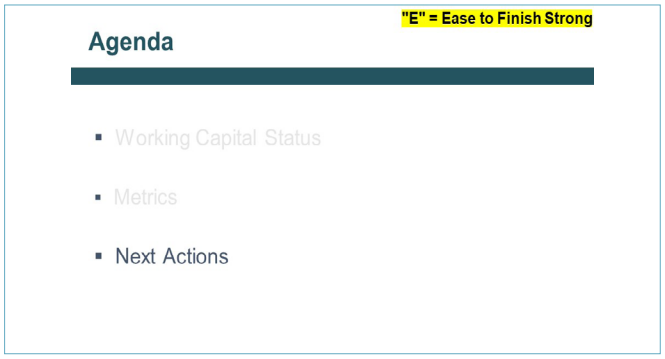

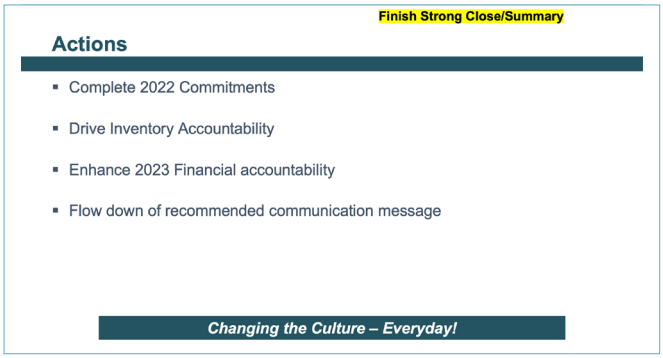

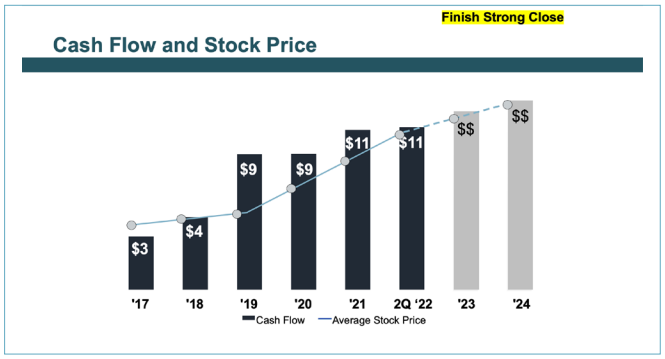

Note for Attendees of Full Program:

In addition to your presentation slides, please state your APQ's and insert your brand statement on a slide before your audience description.

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	COMMENTS
PART 1—KNOW YOUR AUDIENCE	
Audience Understanding Matrix	
Personality Understanding: *(People, Planner, Point, Party, or Mixed)*	
PART 2—TELL THEM WHAT YOU ARE GOING TO TELL THEM	
Attention-Getting Opening *(story, quote, question, etc.)*	
Executive Summary	
» Sentence describing what you will present	
» Sentence describing what is in it for the audience to listen	
» Action you want from the audience (e.g., decision, input, etc.).	
Clear and Crisp Agenda	
PART 3—TELL THEM	
Body: The main points with transitions: "H" = Highlight the Point (Hottest Topic Starts)	
"O" = OK, So What	
"R" = Relevant Information/Data	
"S" = Summarize the Point (Optional)	
"E" = Ease to Your Next "H" or Finish Strong	
PART 4—TELL THEM WHAT YOU TOLD THEM	
Finish Strong: *(review objective, what we know now, finish strong)*	
PERSONAL APPEARANCE	
Dress & Clothing: *(style, color, appropriateness for situation)*	
BODY LANGUAGE / POSTURE	
Relaxed professional posture	
Unnatural posture	
Slouching	
Good range of proximity to audience	
Relaxed leg position	
Fixed, rigid position	
Unnatural arm positions	
Spontaneous arm movements	
Relaxed hand positions	
Positive hand gestures for emphasis	
Unnatural use of hands	

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	COMMENTS
HEAD & FACIAL MOVEMENTS	
Affirmative head nods	
Unnatural continual nodding	
Appropriate positive smiling	
Too little smiling	
Unnatural continual smiling	
Continual frowning	
Calm, expressive facial movements	
Cold, distant expression	
Extraneous facial movements	
Overly emotional reactions	
Rigid face	
EYE CONTACT	
Spontaneous eye contact and eye movement	
Abrupt breaking of eye contact	
Staring too intensely	
Continually looking down	
Looking away from audience	
Speaking to PPT slides	
Speaking to flip chart	
Staring blankly	
VOCAL QUALITY	
Simple, precise language	
Complex jargon	
Fluid speech	
Sporadic context	
Pleasant intonation	
Unpleasant voice quality	
Appropriate loudness	
Too loud	
Too soft	
Good variation on rate of speech	
Monotone	

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	COMMENTS
DISTRACTING PERSONAL HABITS	
Jiggling pocket change and/or keys	
Fiddling with pen/pencil/jewelry	
Nervous pacing back and forth	
Tapping fingers or feet	
Playing with hair	
Chewing gum	
Other *(please specify)*	

GENERAL COMMENTS

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EXECUTIVE SUMMARY BREAKOUT INSTRUCTIONS (9 MINUTES)

3 minutes per person

1. Briefly introduce yourself
2. Share your AGO
3. Share your first draft (or at least your Action/Ask) of your Executive Summary
4. Get feedback from your group

APPLY THE LEARNING:

- Complete your presentation
- Record your presentation and review using the Self Evaluation in your workbook (pg. 17-19)

HOW TO STAY CONNECTED

1. Follow Dr. Sharon on LinkedIn: https://www.linkedin.com/in/drsharonlammhartman/
2. Join our Community of Practice on LinkedIn Group. https://www.linkedin.com/groups/13841506/

Join the Inside-Out Learning Community of Practice!


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Dr. Lamm-Hartman is an award-winning global executive and presentation coach, leadership development consultant, speaker, writer, and educator. She is the CEO and founder of Inside-Out Learning, Inc., specializing in leadership and personal development. Inside Out Learning is an active member of WBENC and the global Women's President Organization which only 3% of women owned businesses meet their requirements for membership.

With over 25 years of global experience, Sharon has worked across the United States and Europe as well as Beijing, Hong Kong, Singapore, and Thailand for clients such as Boeing, American Express, GE's Leadership Development Center, Exxon, E*TRADE, ARCO Chemical Company, Mobil Oil Corporation, Berlex Pharmaceuticals, Fannie Mae, Arizona Society of CPA's, Volvo Corporation, and the National Reconnaissance Office. She has designed and delivered over 3,000 innovative programs, including many executive presence and presentation skills programs. Dr. Lamm-Hartman has coached thousands of CEO's, executives and entrepreneurs worldwide.

She worked internally at ARCO Chemical in International Training and Development. She knows what it is like to work internally and has a strong client partnership philosophy. For the past 18 plus years, Dr. Lamm- Hartman has been a preferred executive coach for hundreds of Boeing executives with exceptional results, including promotions, developmental job assignments, and saving E-Series. Dr. Lamm-Hartman has also designed and is teaching The Authenticity Code™ Programs, team development programs, and culture-change offsites to thousands of professionals and leaders world-wide. Up to 80% of employees who participated in these programs have achieved a promotion. Sharon has her Top-Secret Security Access and helps executive clients and customer relationships in classified environments. Sharon has consulted on several corporate change efforts, training change agents, and developing effective strategic implementation and communication plans.

In addition to her private practice, consulting, and being on the global lecture circuit, she is widely published. Dr. Lamm-Hartman has served with the Fresh Start Women's Foundation and Arizona State University's Dean's Board of Excellence Mentoring Program. She was the co-founder and first Director of Central Phoenix Women, a networking organization for women business leaders, and wrote a regular column for Phoenix Woman Magazine. She is a regular instructor for WBENC's WeTHRIVE program.

Dr. Lamm-Hartman holds a doctorate from Columbia University in Leadership and Organization Development, a Masters in Industrial and Labor Relations from Cornell University, and two Bachelor degrees. Dr. Lamm-Hartman also trained as a Life Coach with world-renowned author and life coach teacher, Dr. Martha Beck. Dr. Lamm-Hartman is a Certified Executive and Presentation Coach and is certified in the Myers Briggs Type Indicator.

Dr. Lamm-Hartman is an Adjunct Professor of Leadership at Columbia University where she has taught Leadership classes to Doctorate Level students. She also worked as an Adjunct Faculty member at The Center for Creative Leadership teaching courses on Developing Leadership Talent.

Dr. Lamm-Hartman has been quoted on her views of coaching in numerous publications including, Forbes, CEO Magazine, The New York Times, MORE magazine, and Oprah's magazine, 'O' magazine. Dr. Lamm-Hartman has been honored and received awards from the Center for Creative Leadership and the Academy of Human Resource Development for her work and research on personal transformation and leadership development.

Dr. Sharon recently became a best-selling author in the Wall Street Journal, USA Today and Amazon with her book release of The Authenticity Code™. Her book just received the Axiom GOLD Medalist award for best 2022 Business Fable. WBENC buys her book for all WeTHRIVE participants. She has been named as one of the top 100 Women to KNOW Across America by the KNOW Women Group.

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