



Own Your Own Narrative: Presentation & Facilitation Skills

Presented by

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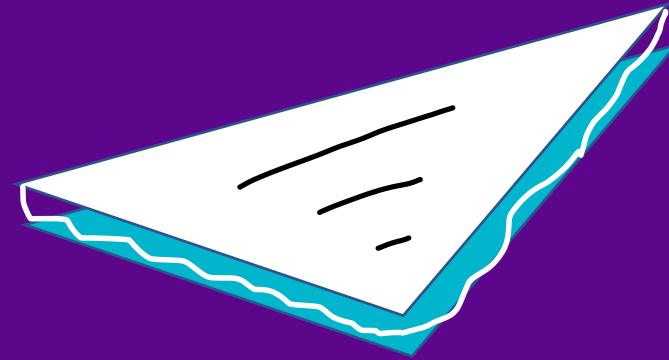
Who is *most* terrified of public speaking?



Activity: Thank you Sandwich



1. Thank you.
2. What I most appreciate about this award...
3. Thank you.



Activity: Introduce Yourself

- Who are you?
- What is the most important aspect of your program?

ONE SENTENCE ONLY!

‘Flavored’ with emotion



Game Plan



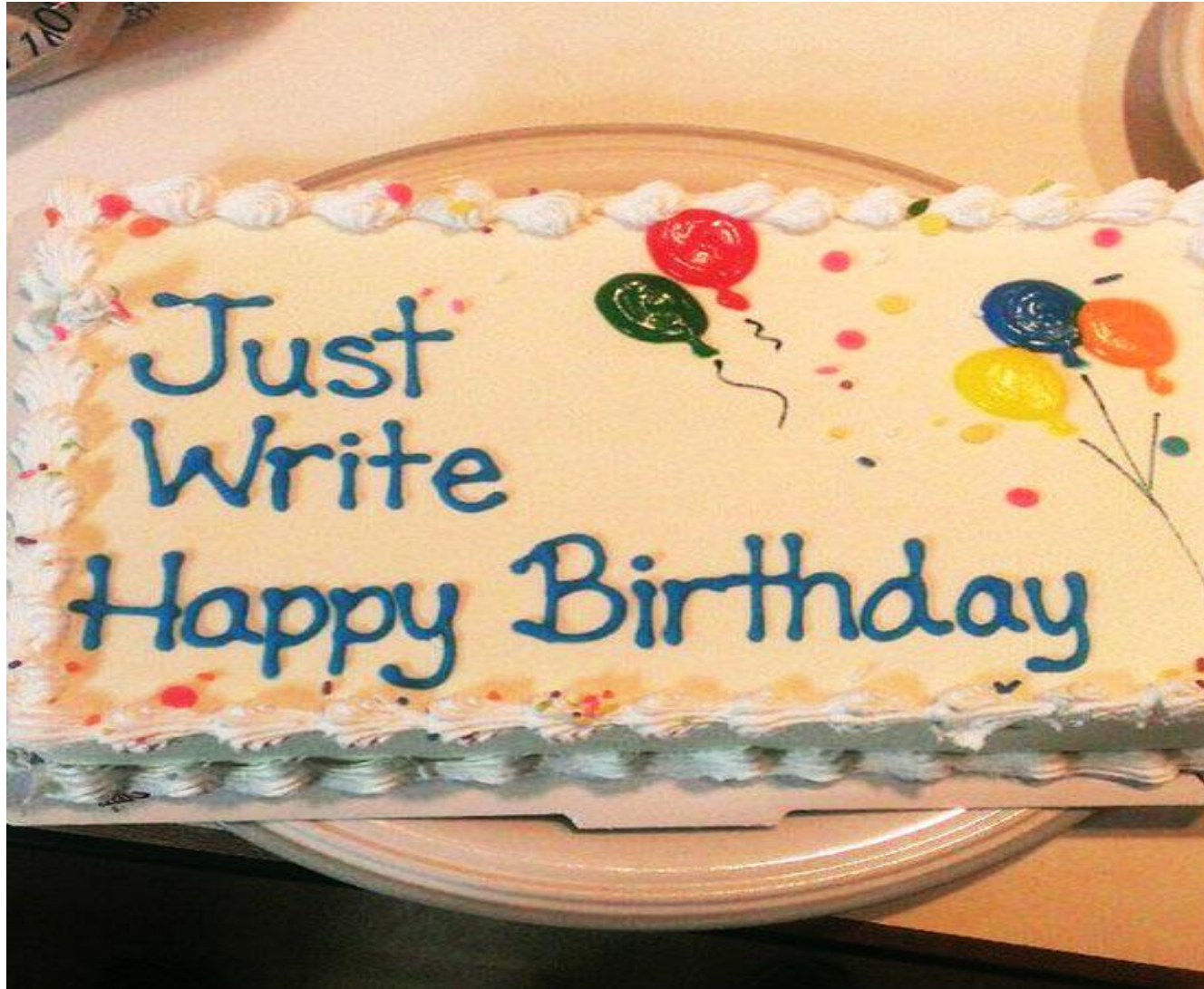
- Curating your **brand**
- Honing **presentation skills**
- Developing your **‘program pitch’** or equivalent

What are the ways you can control your narrative?

“A brand is a product of a thousand small gestures.”

- Greg Green





You all have a brand
The brand YOU create
Or the brand others create for you.



The Ideal Presentation



- **What** was the presentation about?
- **Why** did it matter?
- **How** did it make you feel?
- **What** did you do?

What do
presenters do
that drive you
crazy?



CONTENT. DESIGN. DELIVERY.

Know Your Audience – All about them

- Who are they?
- How and what will engage them?



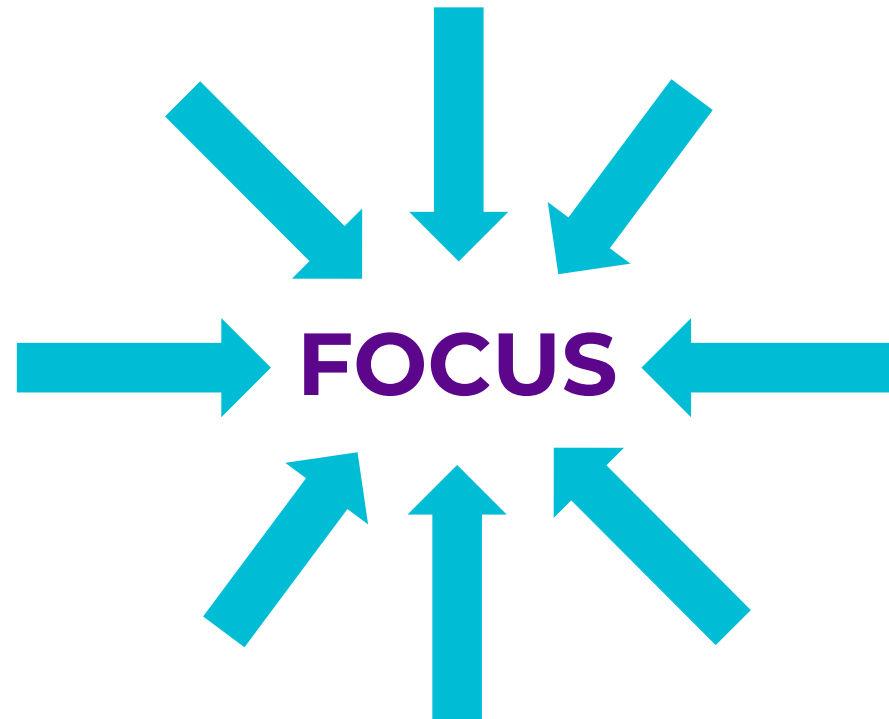
Introductions – Start Strong

“The first 15% leads to the possibility of achieving the remaining 85%...”

- William Edwards Deming

Introductions to Capture Attention

- Start your 'rock concert'!
- Ask questions
- Tell a story
- Give a quotation
- Startle
- Refer to audience
- Do something
- Use senses
- Feedback to self



What is your favorite quote or statement?

Presentation Principles – Energy / Flow

- Rock concert format
- Consider the Playlist of your favorite band
 - Dynamic beginning
 - Then into the ballads
 - Intermingle consistent hits
 - Finish with them wanting more!

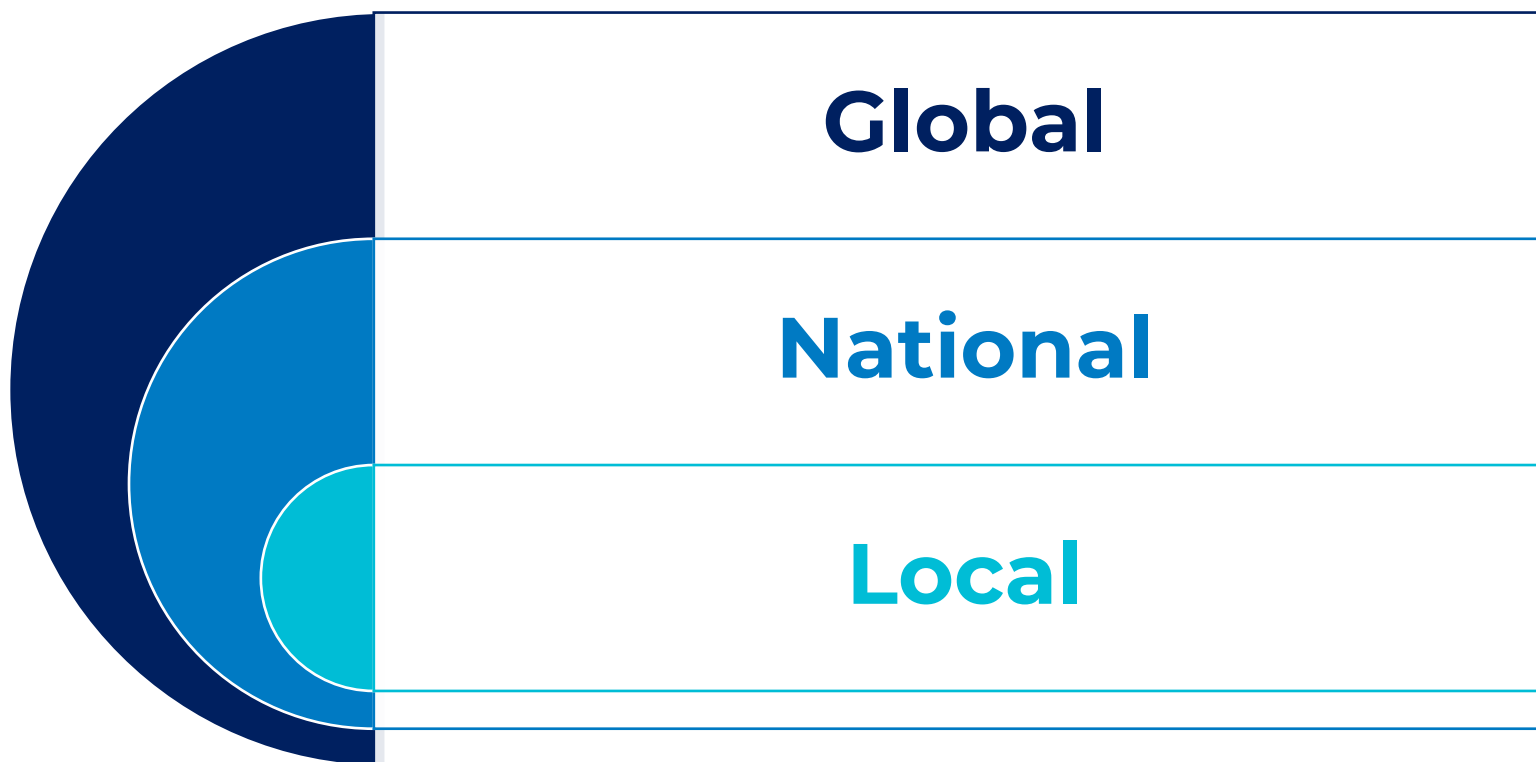


Body of Presentation

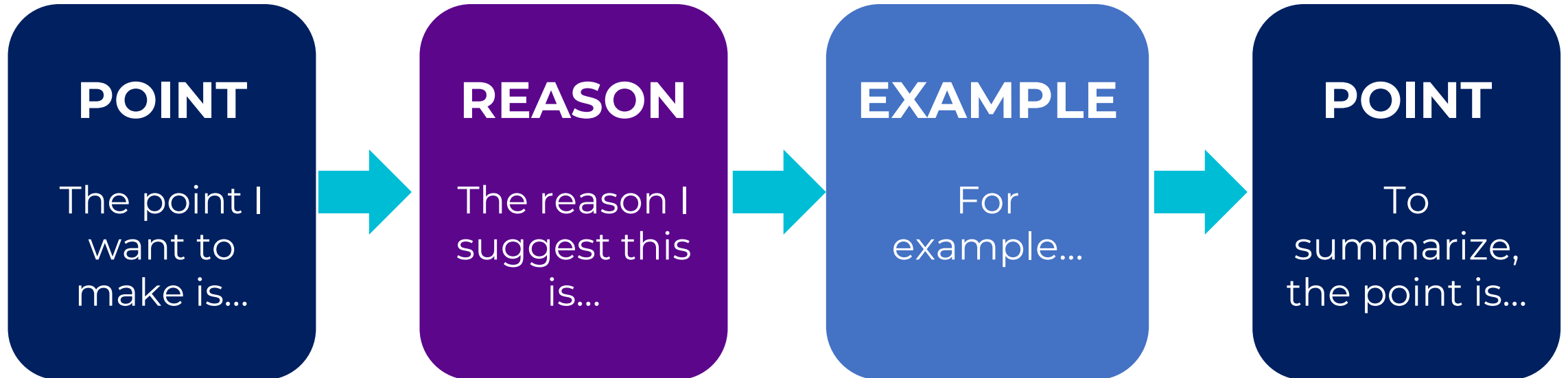
- Logical flow
- Makes sense
- Arrange according to order of importance / topics / causes and effects / chronologically
- Transitions from point to point
- All about structure



Planning Structure 1



Planning Structure 2



Planning Structure 3



Incident

- What happened
- Briefly tell the story



Action

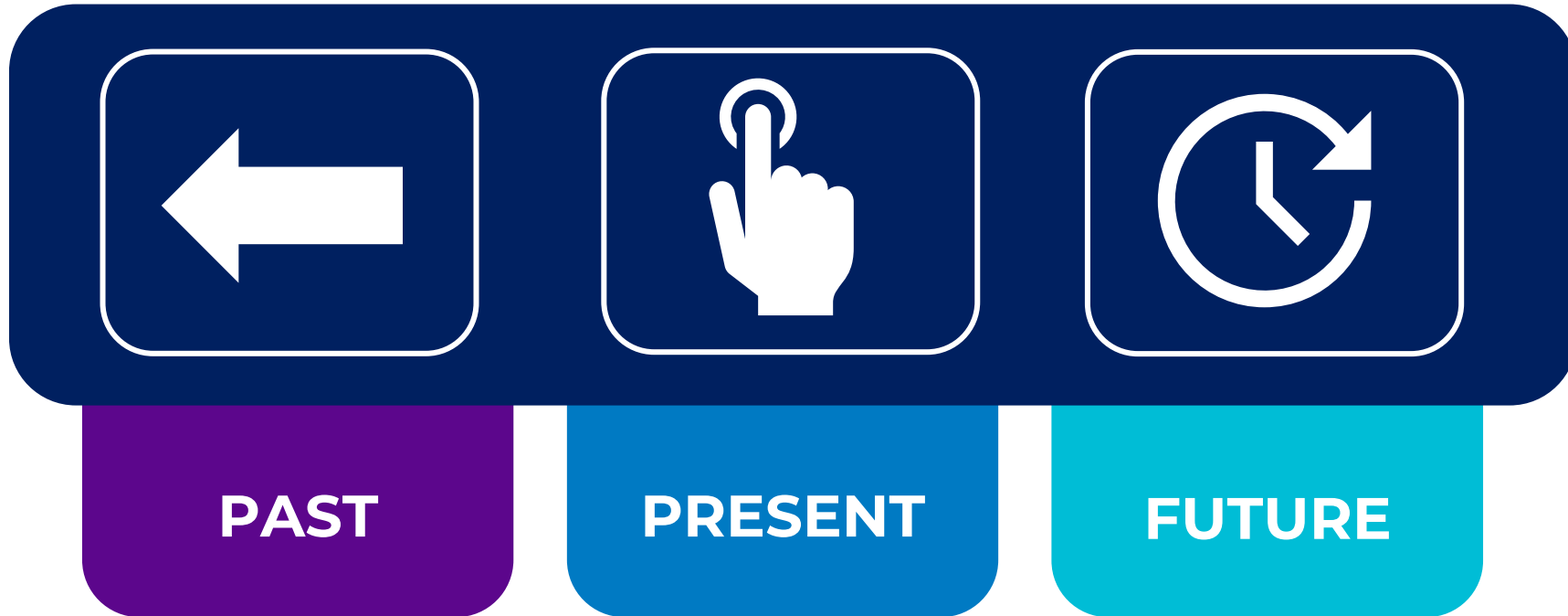
- What did you do?
- What ACTION did you take or not take?



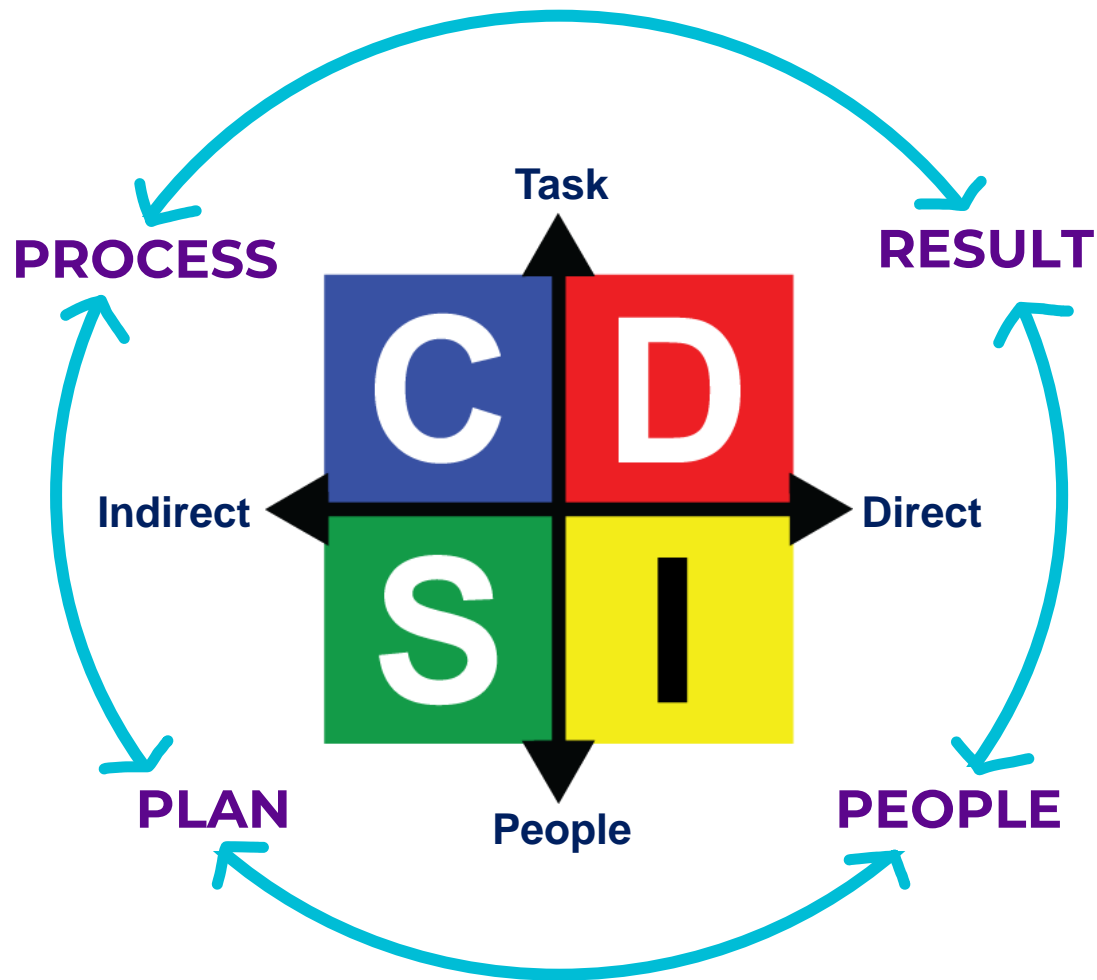
Outcome?

- Your 'advice' based on your experiences
- The ACTION you want others to take
- The result of taking appropriate action

Planning Structure 4



Planning Structure 5



Conclusion

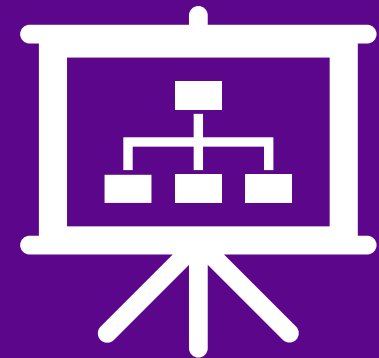
- Summary
- A question
- A story
- A quotation
- An interactive activity
- Dramatic statement
- What do you want them to do?

- **Question time?**



Activity: Mini Presentation

- 3-4 groups
- Any structure
- What is most important to know about your program
- 1 minute





1 slide = 1 minute





CONTENT. DESIGN. DELIVERY.

Create Visual Aids

- Keep it simple
- Make it large enough
- Use keywords and phrases
- Use color
- Practice visual aids



Text DON'TS

- If you type every word onto your slide and then read it verbatim, you will annoy and lose your audience as they can read faster than you can speak.
- It is also redundant.
- **If you must use text, then use consistent font style and size or else the visual message is confusing.**
- The last thing is to make sure your text size is large enough for those in the back of the room to see.

Text Rule of Thumb



No more than four
lines of text
with no more than
four words each line.

Text Rule of Thumb

4 lines

4 words

= 16 MAX



Iterate your point with an abstract image



Image DON'TS



Image DO



Quantity DON'T



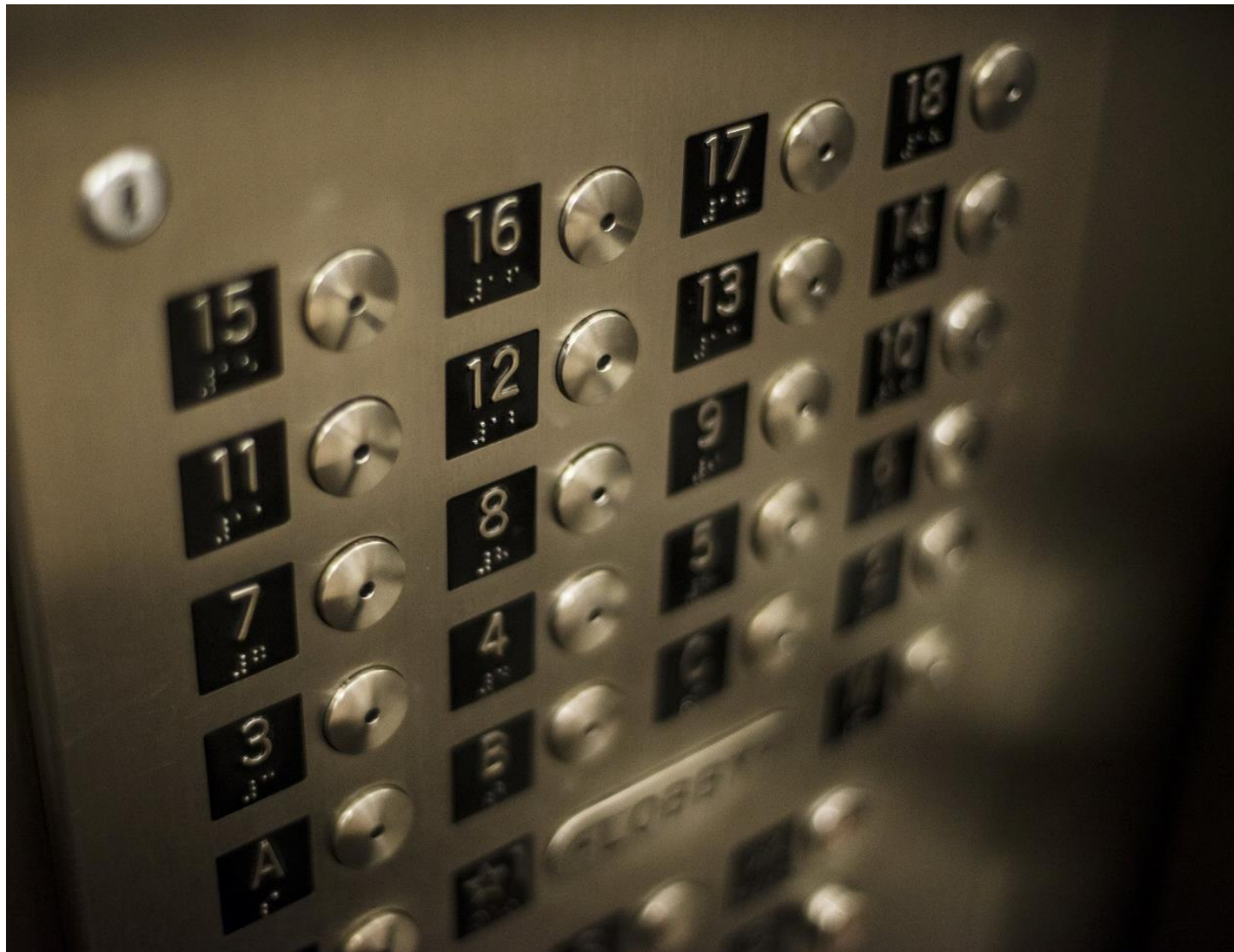
Quality DO

Diversity and Representation



~~Elevator Speech~~

'Program Pitch'



Activity: The most important thing you need to know about my program is...



- Reflect and share

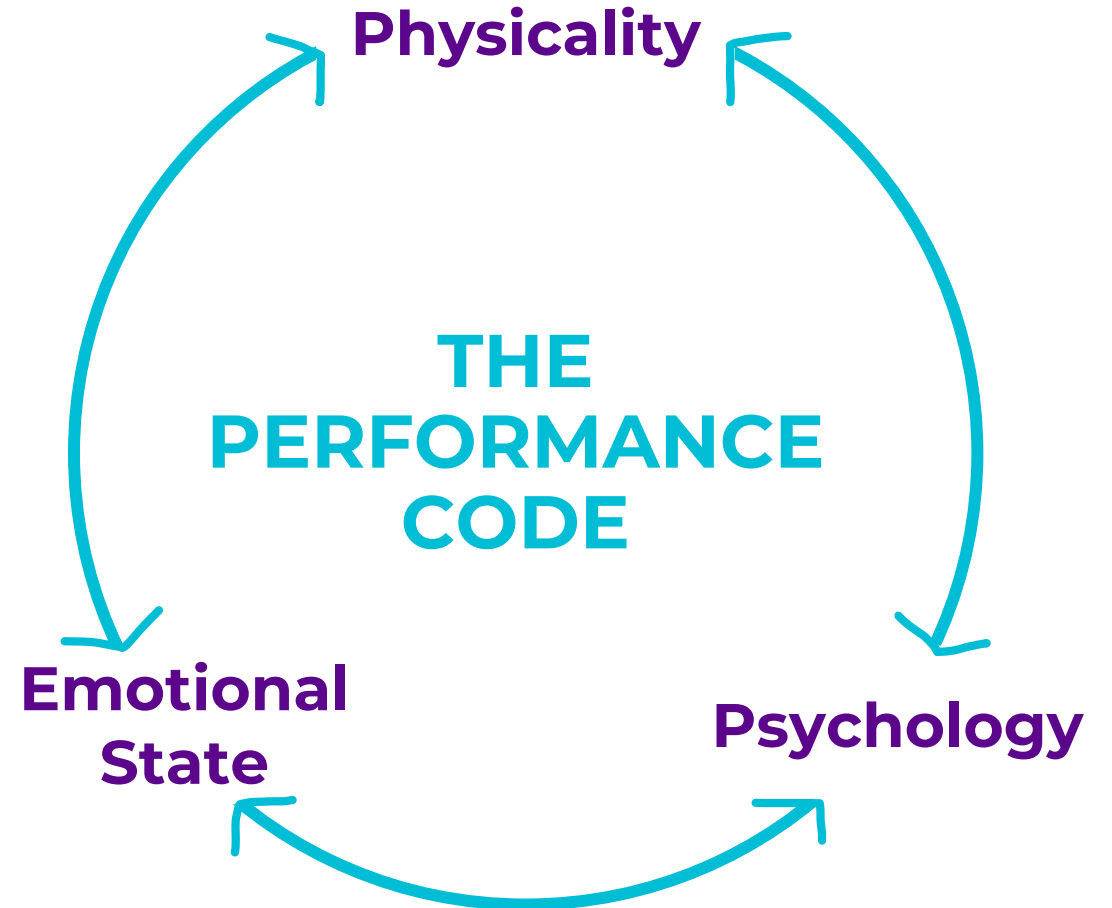




CONTENT. DESIGN. DELIVERY.

Success Strategy Inputs

- Getting you ready

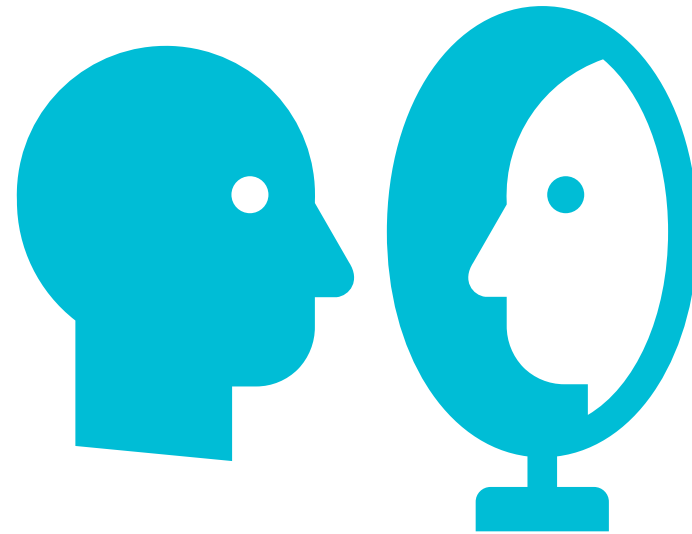


Use Visualization to Practice



Presentation Principles - Congruence

- Congruence between
 - What you say
 - How you look
 - How you sound
 - How you make others feel
 - ‘Sixth sense’
- **Do you believe?**



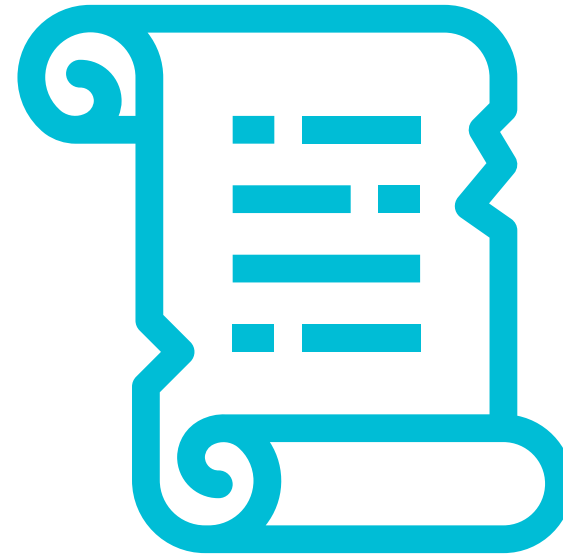
Presentation Principles – All about them

- Constantly scan for understanding, engagement, and **‘do you have them’**



The Presentation Process

- Create script
- Have first sentence prepared
- Practice
- **Breathe** confidence≈≈



Holding Interest

STORIES

HUMOUR

QUOTES

ILLUSTRATIONS

ANALOGIES

EXAMPLES

TESTIMONY

STATISTICS

CHARTS / GRAPHS

PARTICIPATION

EYE CONTACT

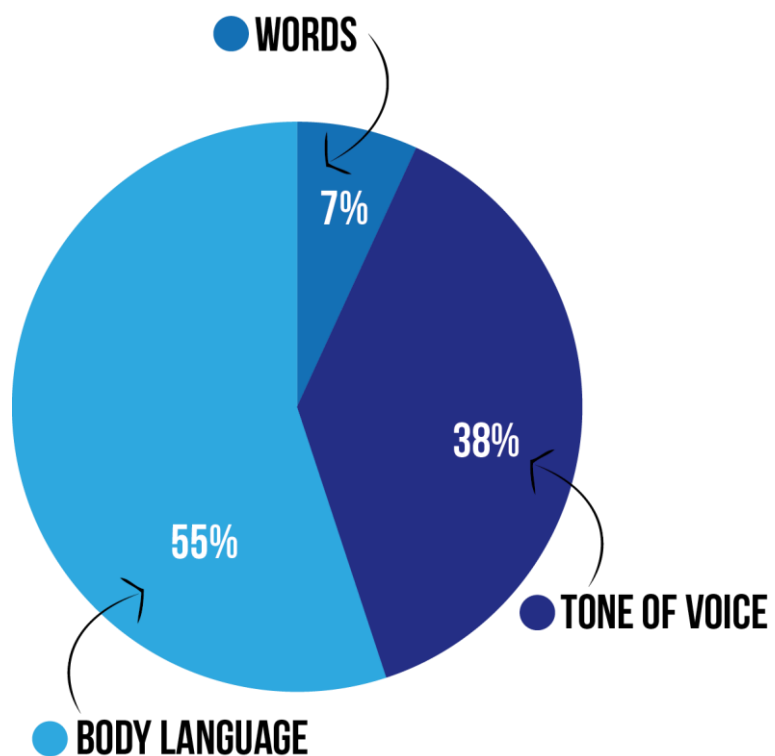
BODY LANGUAGE

Focus your Eyes Forward



Communication Mediums

In face-to-face communication:



Use of Voice

- Volume
- Pronunciation
- Articulation
- Rate
- Pitch
- Variety

PRACTICE WARM-UPS!





<https://www.youtube.com/watch?v=cbecKv2xR14>



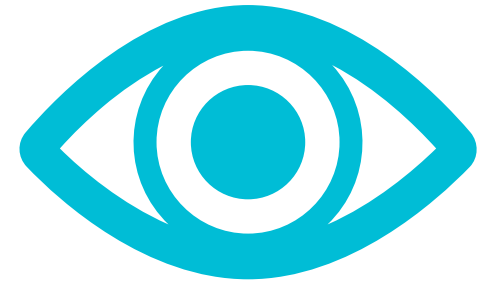
Words...

- Positive?
- Appropriate for audience?
- Culturally correct?
- Common language?



Non Verbal Communication

- Facial expression
- Eye contact
- Personal appearance
- Gestures
- Body movements

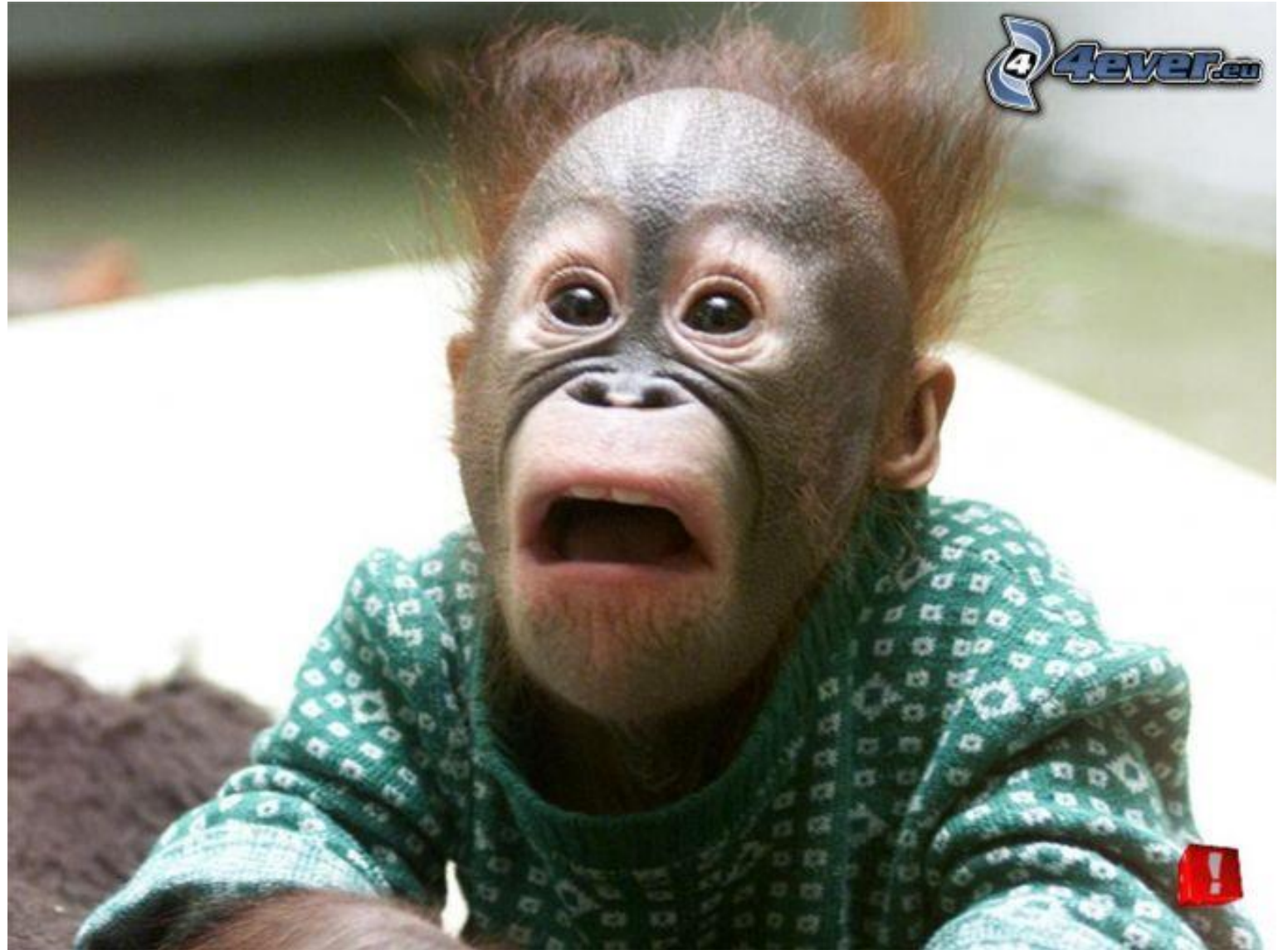


Be Prepared

- Arrive early
- Create a warm-up routine
- Organize materials
- Put your game face on!



Expect the Unexpected



Practice

- Conversational
- Confident
- Calm







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