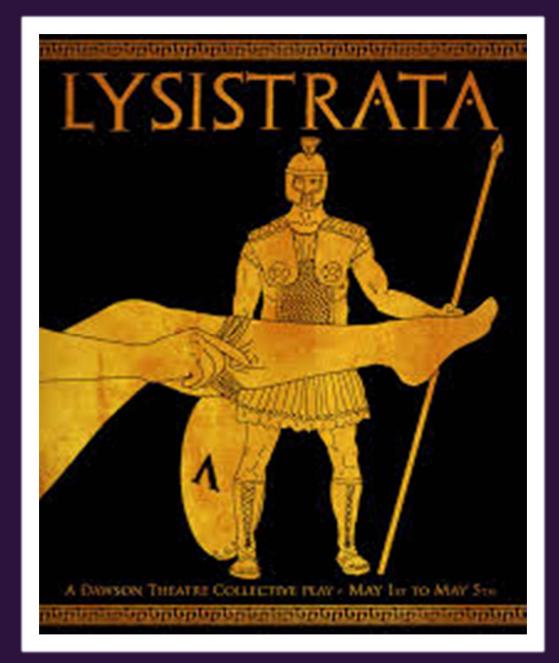
COMMUNICATING YOUR MESSAGE FOR MAXIMUM IMPACT Commanding Attention and Connecting with Listeners

> Karen Friedman

















#### ENGAGING OPENS DON'T BURY THE LEAD

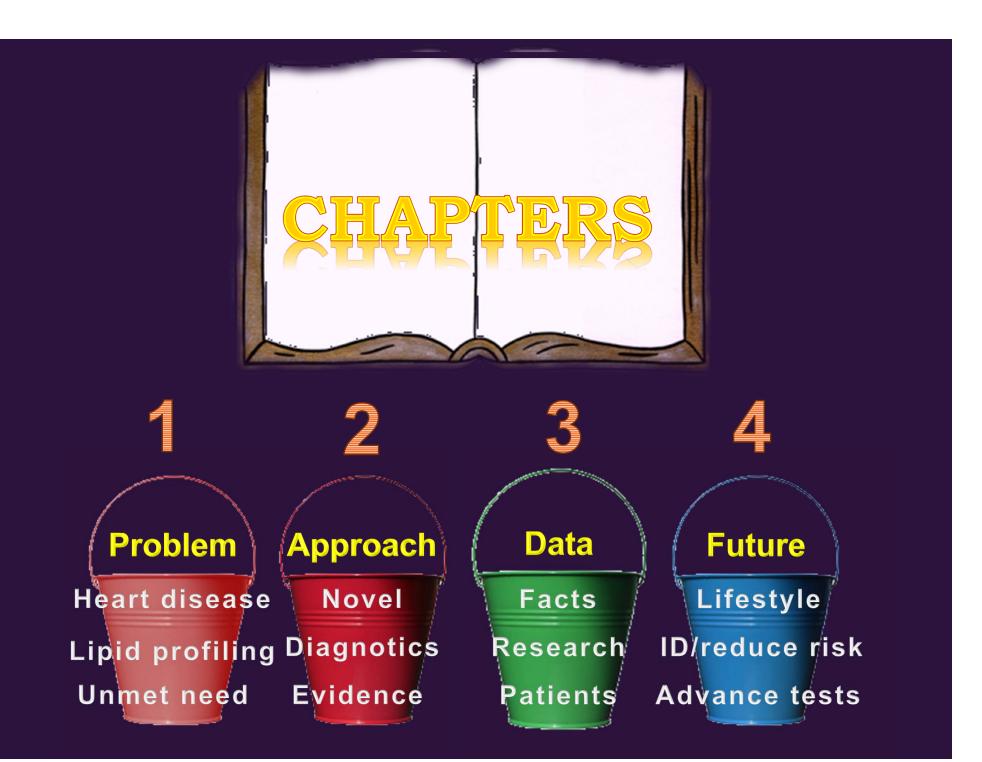


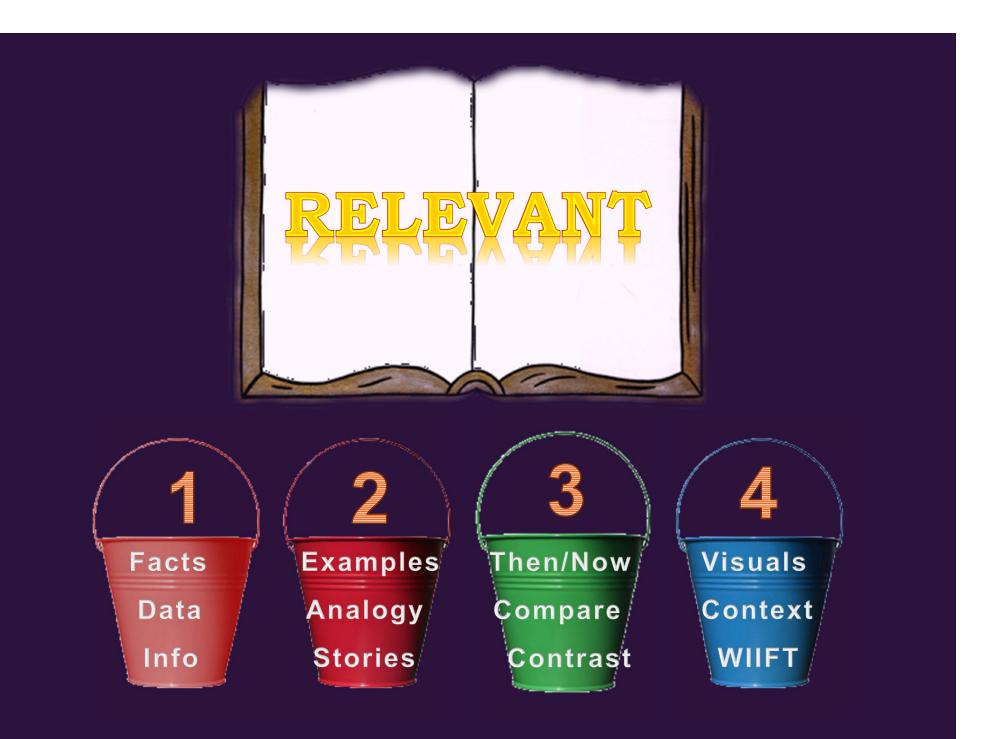
### **OPENING REMARKS**

- Story
- Example
- Powerful ###
- Strong statement: sílence
- Quote
- Problem/Issue
- Rhetorícal
   Questíon









## New Expense Log System

- I want to talk to you about a new way we want to log expenses.
- Fírst I'm going to take you through the program and then I will show you how you would be able to enter your receipts. When entering a receipt, you would first click here on the upper right hand side of your screen which brings up a box.
- When you open the box, you'll see another screen. It's complicated at first, but once you use it, it will get easier.....

why do I need to learn all of this?

## OLD SYSTEM (per month):

4 hours per person 500 people <u>x 4 hours</u> 2000 hours

## NEW SYSTEM (per month)

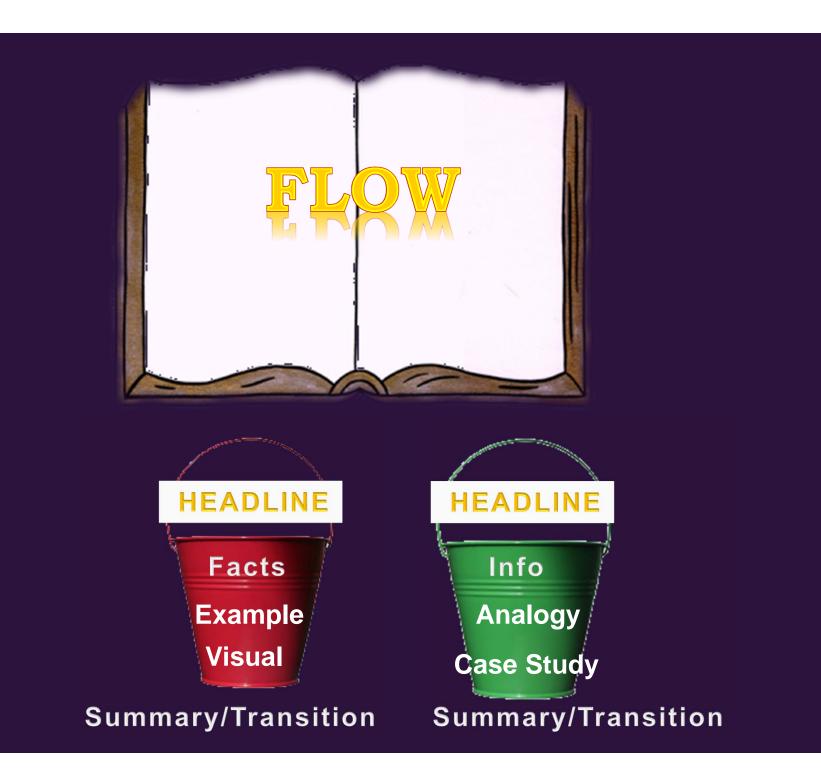
1 hour per person

Saves 1500 hours

### SAVINGS: \$30,000 per month or \$360,000 per year



# C-P-R



## TRANSITIONS

- "We've talked about Point A. Now let's think about Point B."
- "Based on what you've just heard, you might think that X is true. But it's not. In fact, Y may be your best option and here's why."
- "Now that we understand the potential market, let's take a look at time lines."
- "Shifting gears, let's move on to..."

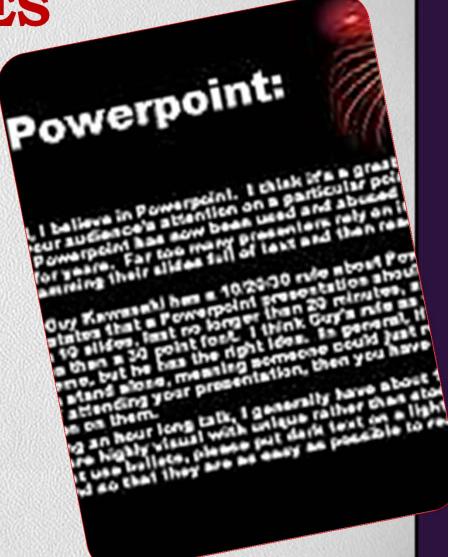
## Are there any ???

Círcle back Call to action Closing story Repeat key points Glímpse of future Rhetorical question Summary Strong statement Promíse or pledge



# **CREATING SLIDES**

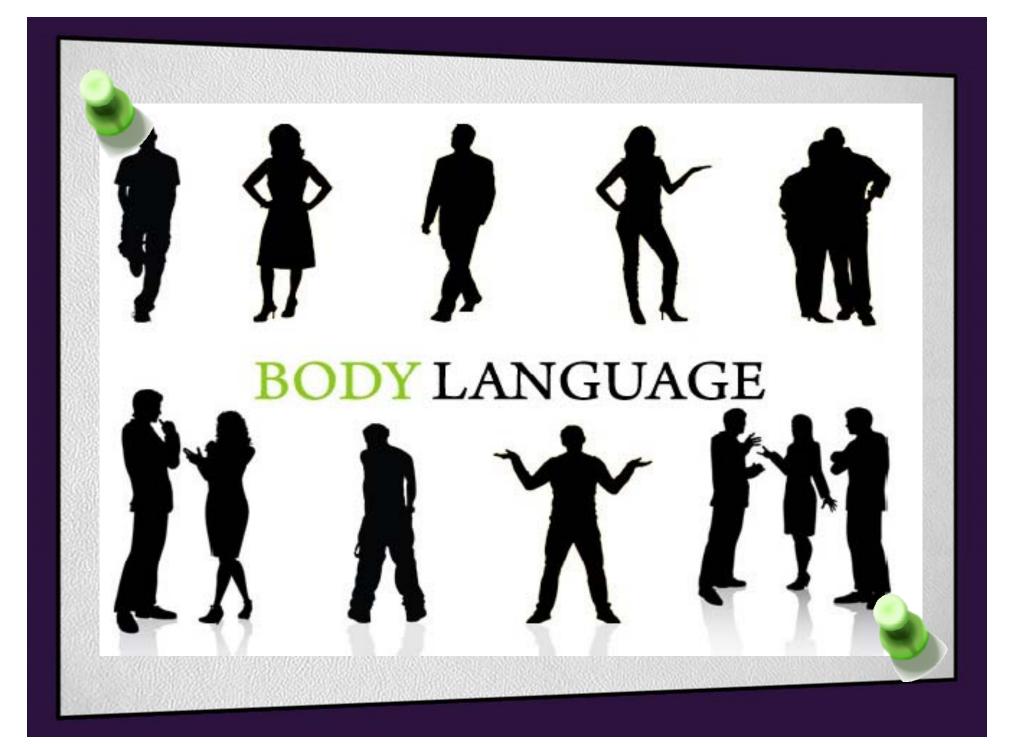
- Create content first
- > Slíde follow you
- Headline: the BIG idea
- ▶ 2-3 supporting points
- Mínímíze words/Maxímíze píctures
- Transitions: before the next slide
  - +As we've seen, now let's take a look at
  - +That brings us to
- > Large fonts
- Practice with/without
- > Out loud



## **NOT ABOUT THE SLIDE**

nsitions B I II S	Presentation2 - Microsoft PowerPoint         Animations       Slide Show       Review       View         · · · · · · · · · · · · · · · · · · ·	
	Text formatting Hold down Ctrl key to create For Boundary and N When dragging an image, hold down the Shift key to drop it as a texture image.	
	Document Management Document Management Constrained English (Australia) English (Australia)	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

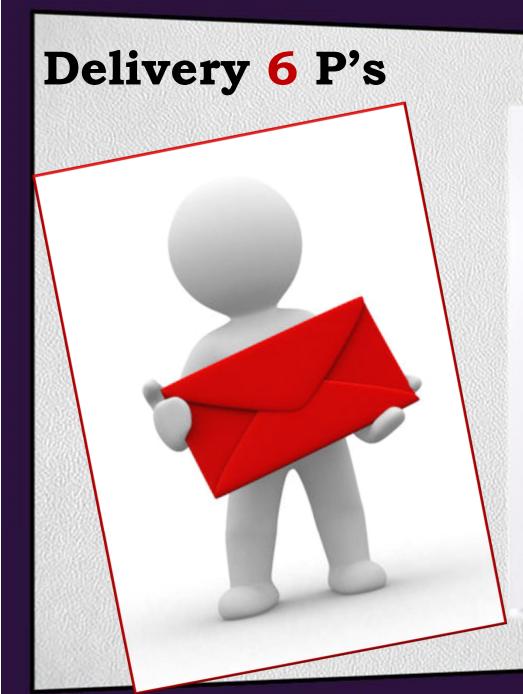
- 1. Look at person
- 2. Talk, don't read
- 3. Píck key points
- 4. Examples and Stories
- 5. Conversation vs. Presentation
- Graphics/PicturesF. Be a director



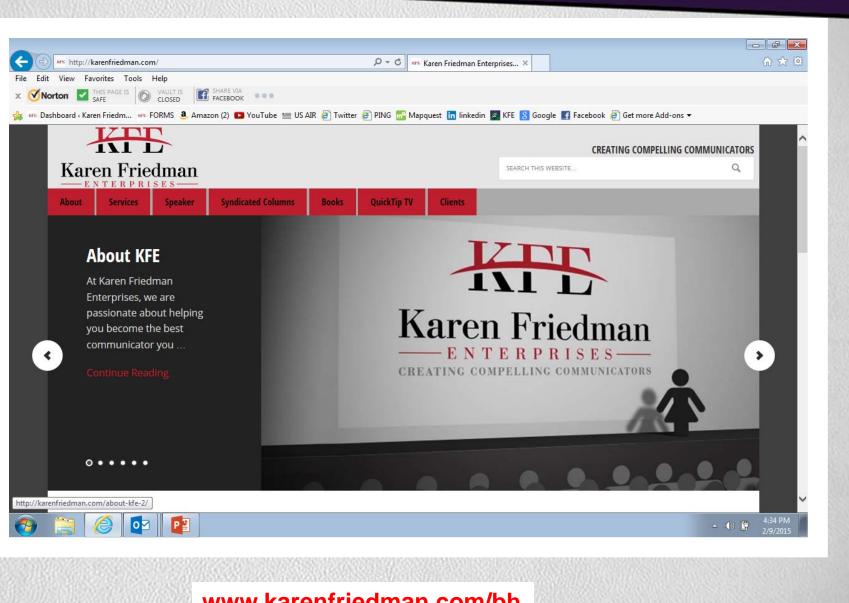
## **MAKE YOUR BODY TALK**



- Eye contact
- Take up space
- Lean in
- Head straight
- Open gestures
- Angle to face person
- Avoid barriers
- Working the room



- Pace
- Pause
- Pítch
- Pronounce
- Project
- Practice out loud



www.karenfriedman.com/bh

