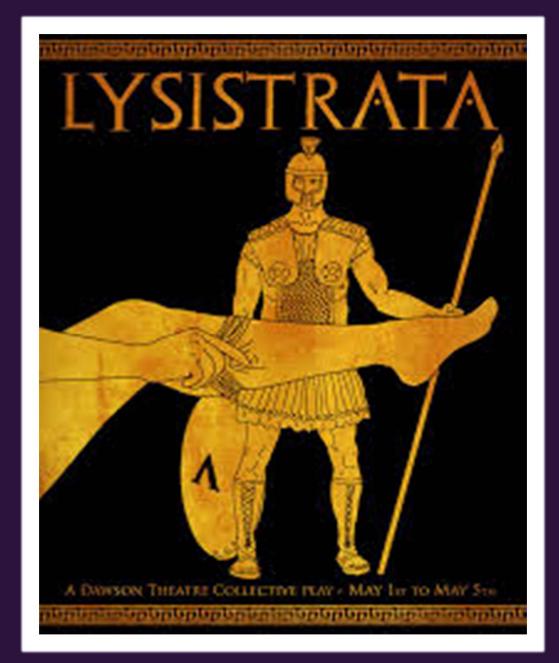
COMMUNICATING YOUR MESSAGE FOR MAXIMUM IMPACT Commanding Attention and Connecting with Listeners

> Karen Friedman

















ENGAGING OPENS DON'T BURY THE LEAD

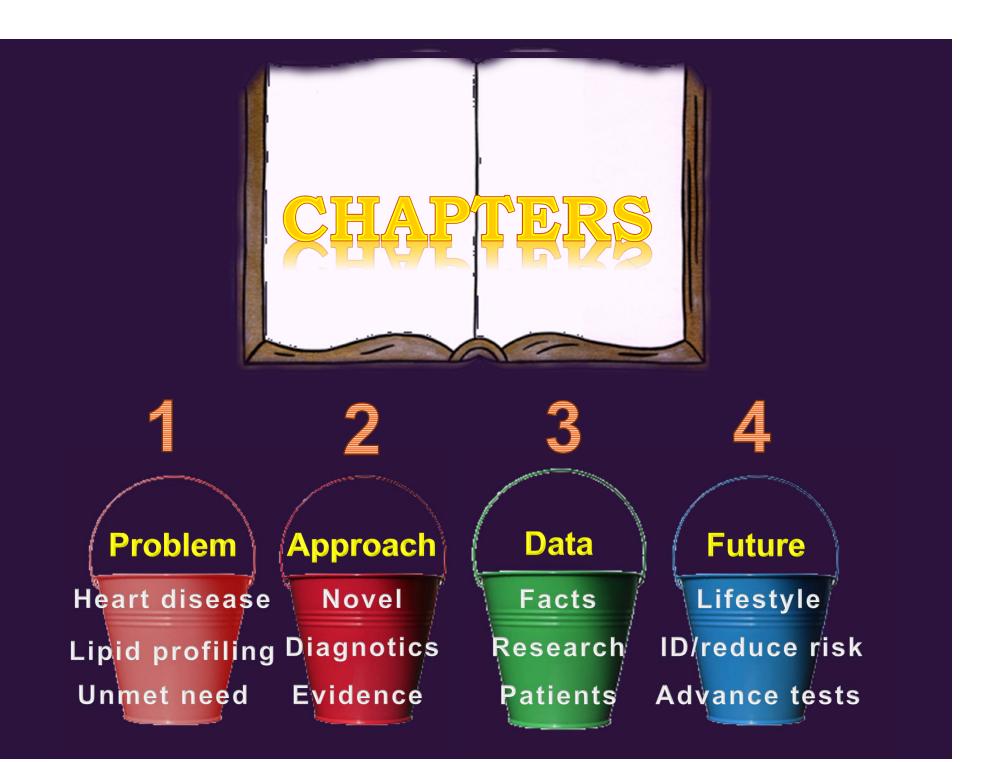


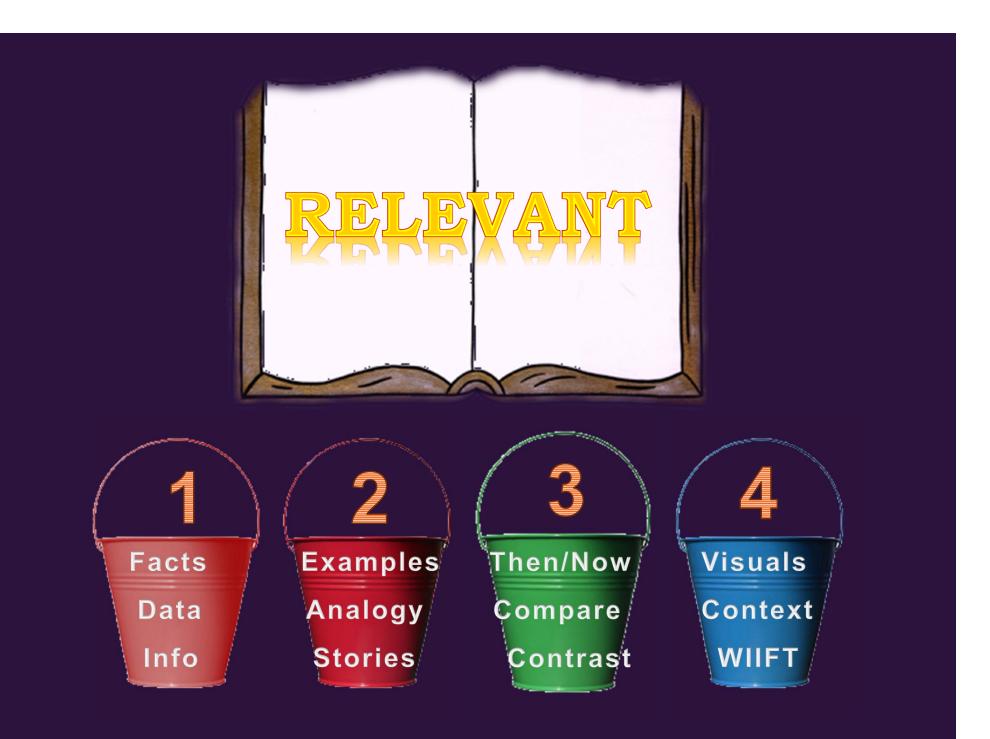
OPENING REMARKS

- 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)

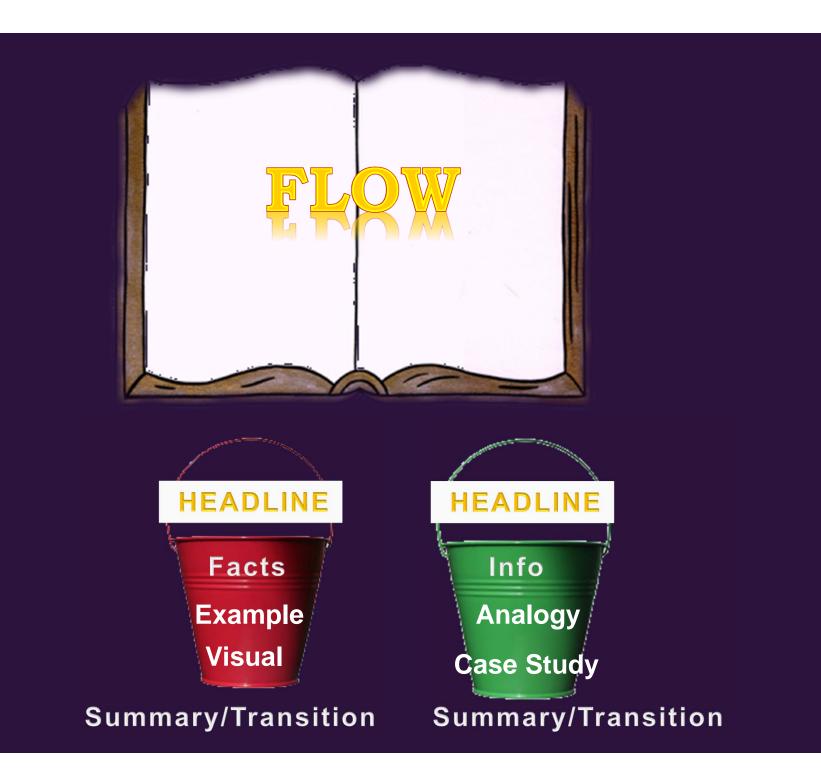
1 hour per person

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..."

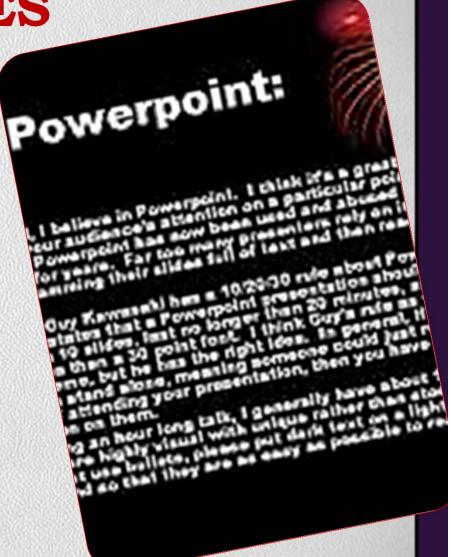
Are there any ???

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



CREATING SLIDES

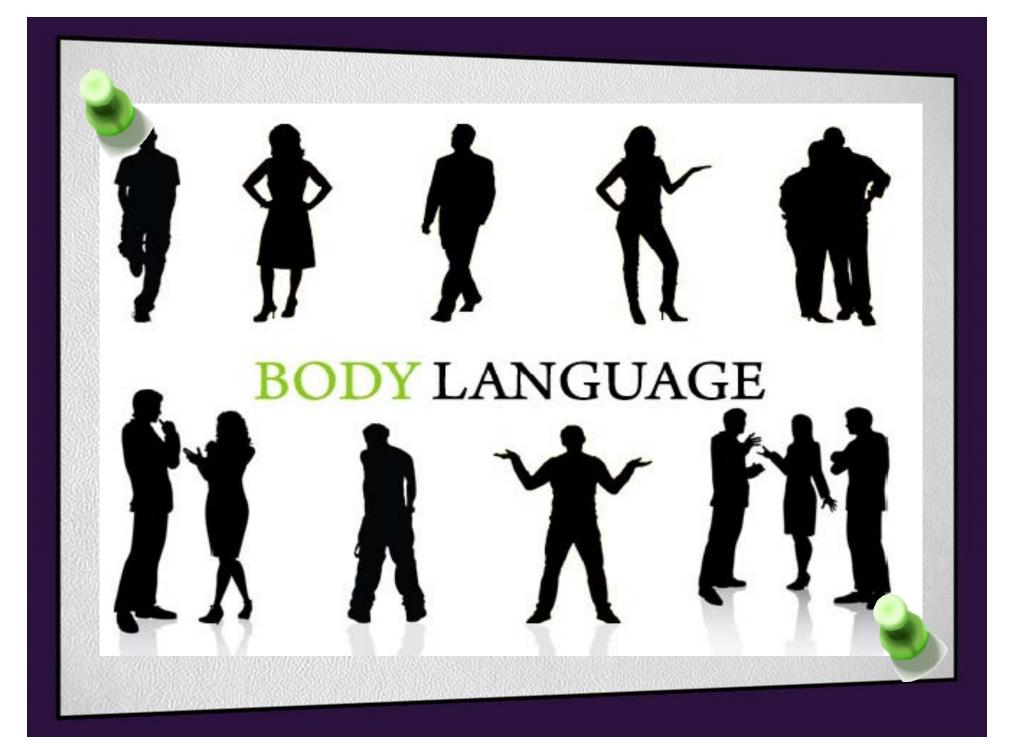
- Create content first
- > Slíde follow you
- Headline: the BIG idea
- ▶ 2-3 supporting points
- Mínímíze words/Maxímíze píctures
- Transitions: before the next slide
 - +As we've seen, now let's take a look at
 - +That brings us to
- > Large fonts
- Practice with/without
- > Out loud



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

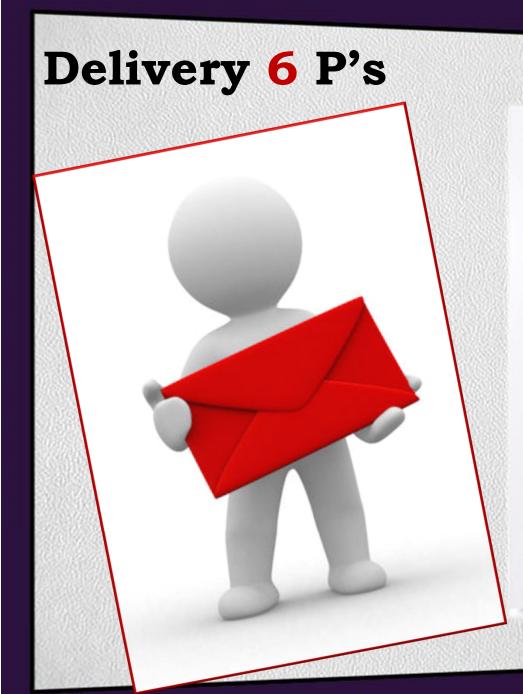
- 1. Look at person
- 2. Talk, don't read
- 3. Píck key points
- 4. Examples and Stories
- 5. Conversation vs. Presentation
- Graphics/PicturesF. Be a director



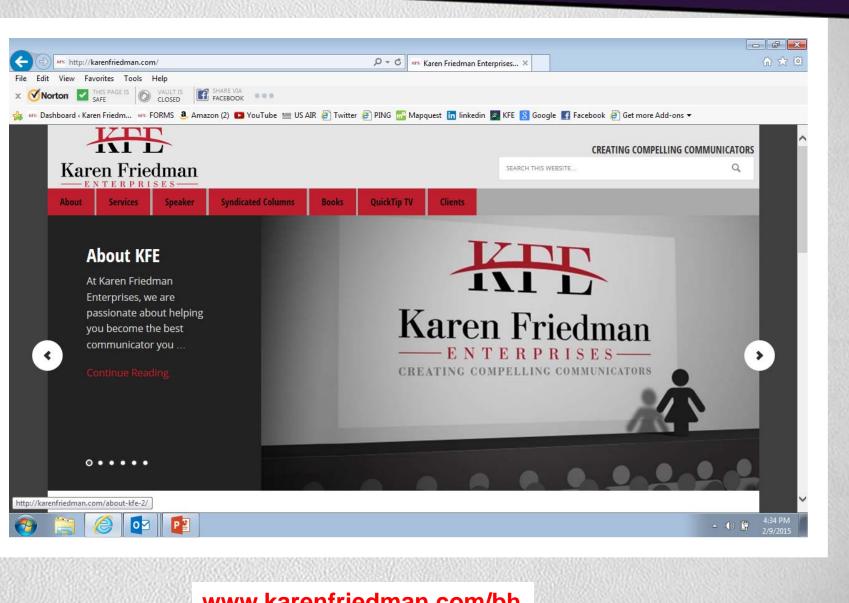
MAKE YOUR BODY TALK



- 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



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