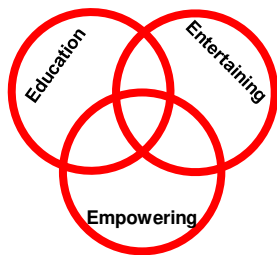


# Powerful Presentations! Cheat Sheet

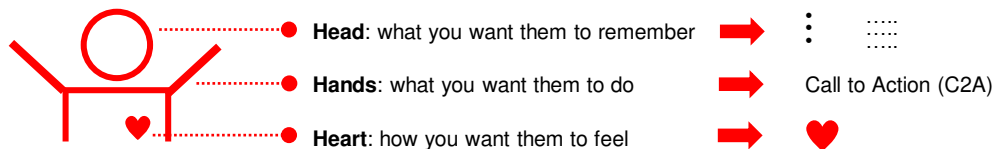
## Preparation

### 3E Model – Key Ingredients



Any presentation needs to have all 3 ingredients

### 3H Model – The Goal of the Presentation



### How to Get Started

#### 1: Create a mind map

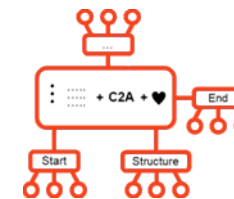
- Focus on the head, hands and heart

#### 2: Kill your darlings

- Remove everything that is not essential

#### 3: Practice

- 1 hr for every minute of content
- 5 iterations to improve content
- 5 iterations to learn content
- Practice in room where you will present



## Execution

The first 10 seconds of your presentation

### Start

#### 1: Start with 3 questions from the 6 Ws

- Who / What / Why / Where / When / How

#### 2: State your name + duration of your talk

- My name is ..... and for the next X minutes I will .....
- Just state your name, nothing else, it's concise
- Stating the duration sets the expectations and shows you're prepared

#### 3: What's In It For Me → WII4ME

### Structure / Body

#### Use Stories:

- **Y?** (Why?)
  - **Memorable**
  - **Connection**
  - **Attention**
1. Person
  2. Problem
  3. Point: "So what I learnt is ....."

#### Structure:

1. Problem
2. Cause
3. Possible Solution(s)
4. Chosen Solution

### End

#### PE = 3MP + C2A + TQ

Perfect End = 3 Main Points + Call to Action + Thank You

To get applause:

1. Bow
2. Clap
3. Step back
4. Say, "Thank you"

## Tips

One of the most powerful words to use in your presentation:

**"Imagine ..."**

### PowerPoint Tips

- Pressing F1 in presentation mode shows all shortcuts
- Blackout screen [B]
- Show slide overview [-]
- Jump to slide [type slide # and press Enter]
- Remove as many words and even slides as possible

### Include a STAR moment

- Something
- They'll
- Always
- Remember

### Online Presenting

1. Have interaction
2. Take the instructor stance (standing)
3. Eye contact