



# Presenting Yourself and Your Organization



# BEFORE





# MENTAL PREPARATION

## 1. Ask Questions

**Who??? What??? When??? How Long???**

## 2. Why am I here???

## 3. Get Motivated



# WRITTEN PREPARATION

1. Get Organized
2. Methods of Attack
3. DO IT!!!



# SOME HINTS FOR SUCCESS

- ~ **People pay attention for 8 seconds**
- ~ **Clarity**
- ~ **Accuracy**
- ~ **Use stories**
- ~ **Call to action**
- ~ **Humor**
- ~ **The ABC rule**



## 4. Pieces of Paper

## 5. Every presentation has three parts:

A beginning

A middle

An end

## 4. And you must.....

**Practice, Practice, Practice**



# YOU





## HOW YOU LOOK

**Dress with respect to your audience**

## HOW YOU FEEL

**Confidence!!**

**Help!! I'm a bundle of nerves.....**

**Sweat, shaking hands and knees and....**

**The one minute quickie**





# HOW YOU ACT

## 1. Your body

**What are they staring at???**

**Your eyes**

**Your hands**

**Move**



**2. Your voice**  
**Pitch and volume**  
**Word choices**  
**Be careful!!!**





# THE AUDIENCE





## THE GOOD GUYS

1. They want you to succeed!!
2. The nodder

## THE TUFF COOKIES

1. “Are there any questions?”
2. Motives



# THE EVENT





- 1. Where are you???**
- 2. When are you???**
- 3. Be Flexible**
- 4. Mechanicals**
- 5. Read your audience**



Oh yeah.....

Have fun!!!





**Thank you**  
**and I would love to see you again!**  
*Janie*

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