

Effective Presentations

June 13, 2012



Why Do a Presentation?

“Public speaking is the art of diluting a two-minute idea with a two-hour vocabulary.”

- *John Fitzgerald Kennedy,
35th President of the
United States*



Materials

Materials in this class are based on the Project Management Institute, *A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) - Fourth Edition, Project Management Institute, Inc., 2008.*

Project Management Institute ⁽¹⁾

“...to advance the practice, science and profession of project management.”

“...resources and information available only to members.”

A Guide to the Project Management Body of Knowledge (PMBOK® Guide)

- The Body of Knowledge is the sum of knowledge within the profession of project management.
- The *PMBOK® Guide* is a book that identifies that subset of the *Body of Knowledge* that is generally recognized as good practice.

PMBOK is a registered mark of the Project Management Institute, Inc.

(1) As defined on the PMI.org website, What is PMI (<http://www.pmi.org/About-Us/About-Us-What-is-PMI.aspx>)

PMBOK® Guide

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A Guide to the Project Management Body of Knowledge (*PMBOK*[®] *Guide*)

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The Delivery



How to:

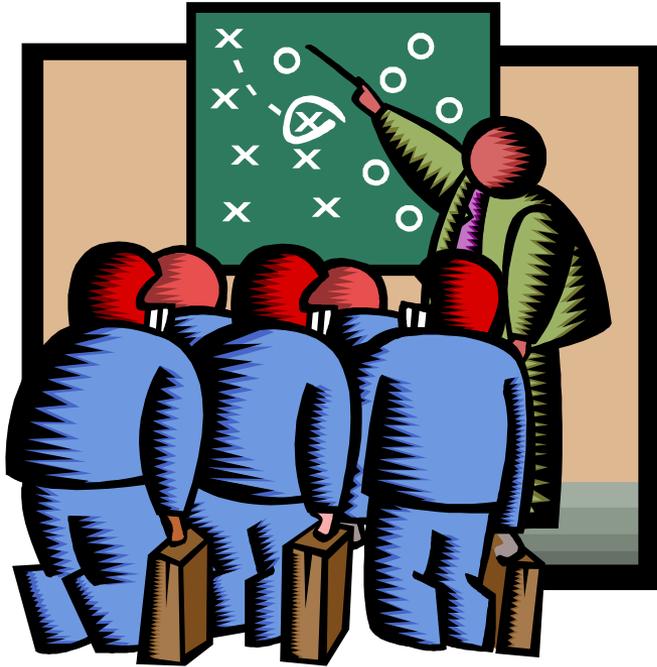
- Speak
- Look
- Engage

The Room

- Sound check
- Room setup
- Seating arrangement
- Visual aids



The Material



- ✓ Have confidence!
- ✓ Be honest (it *helps* to be right...)
- ✓ Be timely and relevant

The Material (cont'd)

Miss-Steaks
Burn You!



Slides

These are all 32pt. font, but...

- Which is easier to read from a distance?
- Which is easier to read from a distance?
- *How easy can you read this from a distance?*
- Is this one easier to read from a distance?
- Now is this a little plain?



HOW DOES THIS THEME LOOK?

HOW ABOUT THIS ONE?

HOW ABOUT THIS?



Animation

- How much should you do?
- Is this enough?
- Is this too much?
- When is it appropriate?
- And when is it just annoying?



Entrance Effects

Entrance



Appear



Fade



Fly In



Float In



Split



Wipe



Shape



Wheel



Random Bars



Grow & Turn



Zoom



Swivel



Bounce

Emphasis



Pulse



Color Pulse



Teeter



Spin



Grow/Shrink



Desaturate



Darken



Lighten



Transparency



Object Color



More Entrance Effects...



More Emphasis Effects...



More Exit Effects...



More Motion Paths...

Good?

1. Initiating (13%)
2. Planning (24%)
3. Executing (30%)
4. Monitoring and Controlling (25%)
5. Closing (8%)

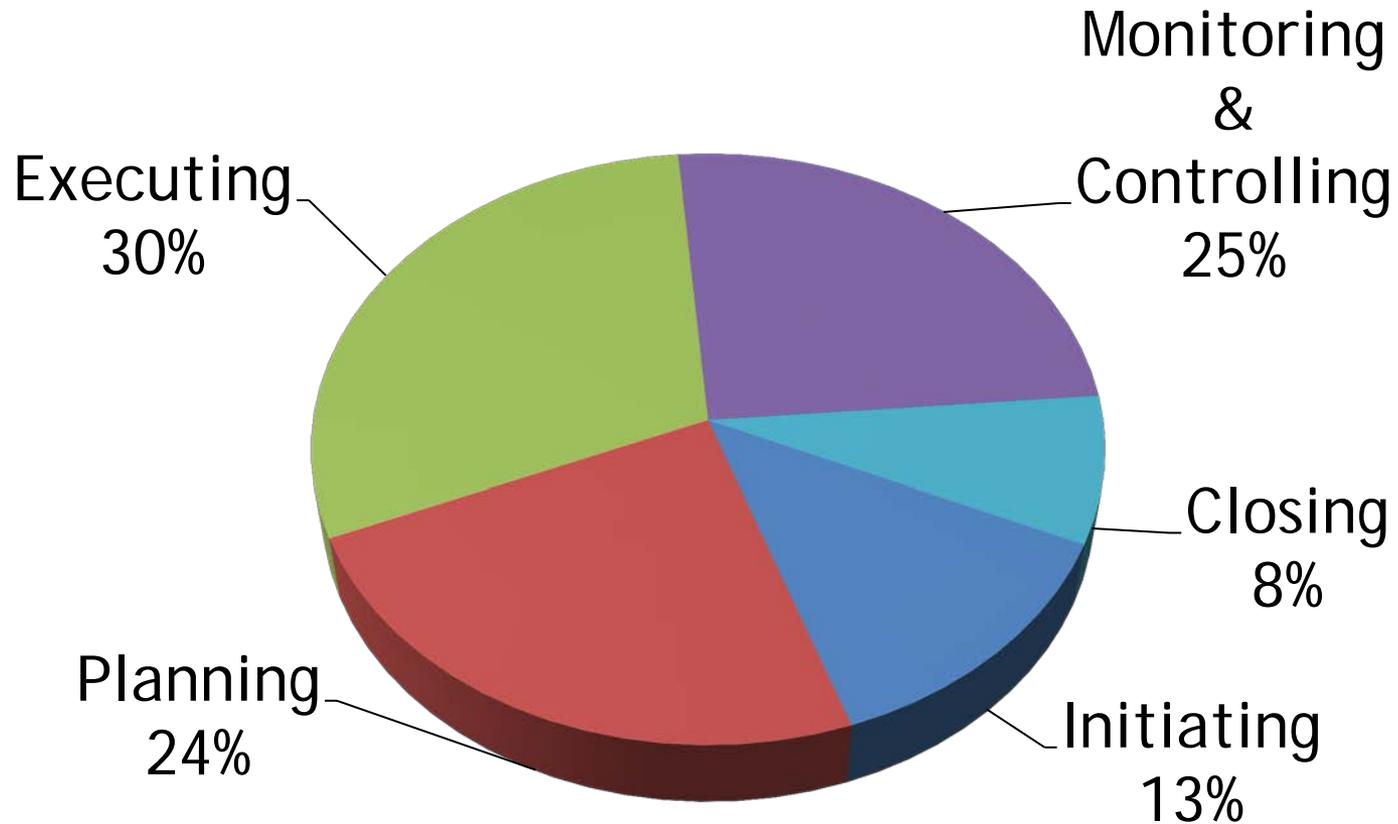
Taken from Examination Content Outline. Percentage does not reflect importance but rather proportion of time on that area.

Better?

Group		% of Exam
1	Initiating	13
2	Planning	24
3	Executing	30
4	Monitoring & Controlling	25
5	Closing	8

Taken from Examination Content Outline. Percentage does not reflect importance but rather proportion of time on that area.

Best?



Taken from Examination Content Outline. Percentage does not reflect importance but rather proportion of time on that area.

Good Information, Bad Delivery

Knowledge Areas	Project Management Process Groups				
	Initiating Process Group	Planning Process Group	Executing Process Group	Monitoring & Controlling Process Group	Closing Process Group
4. Project Integration Management	4.1 Develop Project Charter	4.2 Develop Project Management Plan	4.3 Direct and Manage Project Execution	4.4 Monitor and Control Project Work 4.5 Perform Integrated Change Control	4.6 Close Project or Phase
5. Project Scope Management		5.1 Collect Requirements 5.2 Define Scope 5.3 Create WBS		5.4 Verify Scope 5.5 Control Scope	
6. Project Time Management		6.1 Define Activities 6.2 Sequence Activities 6.3 Estimate Activity Resources 6.4 Estimate Activity Durations 6.5 Develop Schedule		6.6 Control Schedule	
7. Project Cost Management		7.1 Estimate Costs 7.2 Determine Budget		7.3 Control Costs	
8. Project Quality Management		8.1 Plan Quality	8.2 Perform Quality Assurance	8.3 Perform Quality Control	
9. Project Human Resource Management		9.1 Develop Human Resource Plan	9.2 Acquire Project Team 9.3 Develop Project Team 9.4 Manage Project Team		
10. Project Communications Management	10.1 Identify Stakeholders	10.2 Plan Communications	10.3 Distribute Information 10.4 Manage Stakeholder Expectations	10.5 Report Performance	
11. Project Risk Management		11.1 Plan Risk Management 11.2 Identify Risks 11.3 Perform Qualitative Risk Analysis 11.4 Perform Quantitative Risk Analysis 11.5 Plan Risk Responses		11.6 Monitor and Control Risks	
12. Project Procurement Management		12.1 Plan Procurements	12.2 Conduct Procurements	12.3 Administer Procurements	12.4 Close Procurements

Same Information, Better Delivery

Process Groups					
Knowledge Areas	Initiating	Planning	Executing	Monitoring & Controlling	Closing
Communi- cations	<ul style="list-style-type: none">• Identify Stakeholders	<ul style="list-style-type: none">• Plan Communications	<ul style="list-style-type: none">• Distribute Information• Manage Stakeholder Expectations	<ul style="list-style-type: none">• Report Performance	

Be Honest

“Honesty is such a lonely word.
Everyone is so untrue.
Honesty is hardly ever heard.
And mostly what I need from you.”

- *Billy Joel, American musician
and pianist*



Practice, Practice, Practice

- Test the equipment
- Practice in different parts of the room
- Role play
- Time yourself
- Videotape yourself
- As backup, bring:
 - Your computer
 - A flash drive
 - A hard copy



Pet Peeves

And now, let's dim
the lights, so I
can show you
computer slides
and read the
exact text of the
slides to you.

Your Message

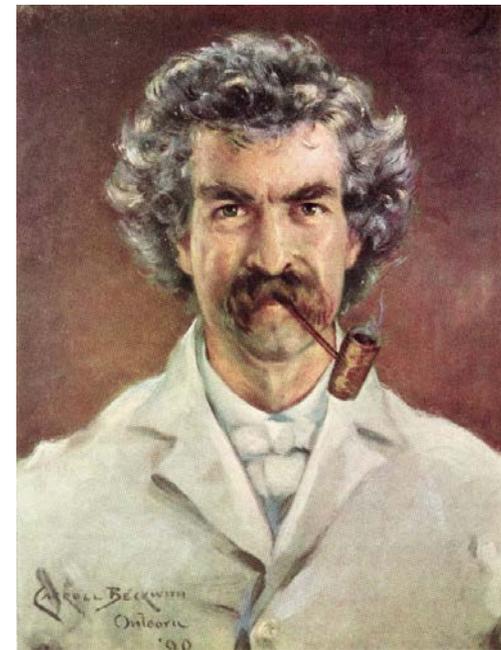
- Make your point
- Explain it
- Make it again

For example: What 3 main points will you remember from this presentation?

Wrap-Up

“The right word may be effective, but no word was ever as effective as a rightly timed pause.”

- *Mark Twain, American author and humorist*



Questions

“Before I refuse to take your questions, I have an opening statement.”

- *Ronald Reagan, 40th President of the United States*



Upcoming Classes

Action-Oriented Leadership

Rockville, MD - July 17

Rockville, MD - November 29

Unstick Your Projects!

Rockville, MD - August 28

Frederick, MD - September 20

The 7th Constraint

Rockville, MD - November 15

Frederick, MD - December 18

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