

5 steps to prepare your presentation

1. Understand the **purpose** of the meeting
2. Decide on your **target audience**
3. Decide on your **goals**. What do you want them to *Know, Feel and Do?*
4. Decide how you want to be **described**
5. Decide on your **content** and **structure**

5 tips for a dynamic body language

1. Make sure you have **eye contact**
2. You will look arrogant if you lift your **nose**. Don't!
3. **Smile**. All the way to the eyes.
4. Use your **arms**. Open the "zipper" from the wrist to the arm pit. Be free.
5. **Mirror** your gestures. It should make sense to the audience

5 tips for a dynamic voice

1. **Articulate**. It helps the audience understand.
2. Vary the **pitch**. Up for a question. Down for a statement.
3. Vary the **volume**. Sometimes you roar, sometimes you whisper
4. Vary the **Tempo**. Fast for high energy, slow for high status
5. **Paus**. Before you say something important to awake interest, or after to make people reflect.

5 tips to make you audience remember

1. Use **props**. It makes things more concrete
2. Use **triads**. Like "Blood, sweat and tears".
3. Tell a **story**. * You will reach in, not only out.
4. Use a **sensory language** to make people see, hear and feel what you are describing.
5. **Repeat** the message. Repetition increases memory. Repeat it. Why not three times?

* The five ingredients in a story is:

- A **time**. When is it?
- A **place**. Where is it?
- A **person**. Who is it about?
- A **problem**. What challenges are there?
- A **solution**. How did the person overcome them?

5 tips if you are part of a panel discussion

1. Keep your message **short**. Use one-liners.
2. Be **personal**. It's more interesting.
3. **Look** at the one speaking.
4. When **answering** look at the **moderator**, then the **audience** and then back to the **moderator**
5. **Associate, reflect, jump in**. It all creates energy.