

Public Speaking and Making Presentations



APPA Institute



Fun in the air



Grandsons



Kids

- Licensed Architect
 - Colorado
 - Georgia
 - North Carolina
 - Louisiana
- Private Practice -15 years
- Higher Education -28 Years
 - Duke University -6 Years
 - Director Facilities Design Office
 - Assistant Dean Facilities
 - University of Colorado -13 Years
 - Director PDC
 - Campus Architect
 - Emory University – 6 Years
 - AVP PDC
 - University of Colorado -3 Years
 - AVC Facilities
 - VC Administration – retired in 2015
- Thweatt Mgt. Consultants

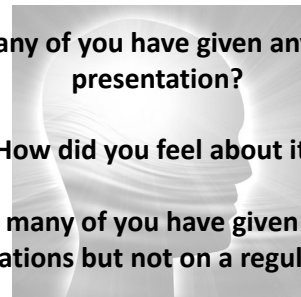


What about you?

How many of you have given any type of presentation?

How did you feel about it?

How many of you have given a few presentations but not on a regular basis?



Steve Thweatt

Vice Chancellor for Administration - Emeritus
University of Colorado Boulder

Thweatt Management Consultants
steven.thweatt@colorado.edu





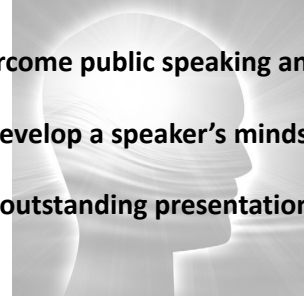
Steve's first APPA class
1996

Keys to Presenting

Overcome public speaking anxiety

Develop a speaker's mindset

Gain outstanding presentation skills



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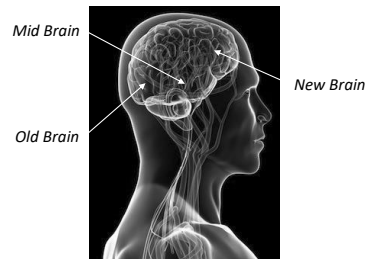


Olivia Mitchell
Presentation Trainer
Wellington, New Zealand



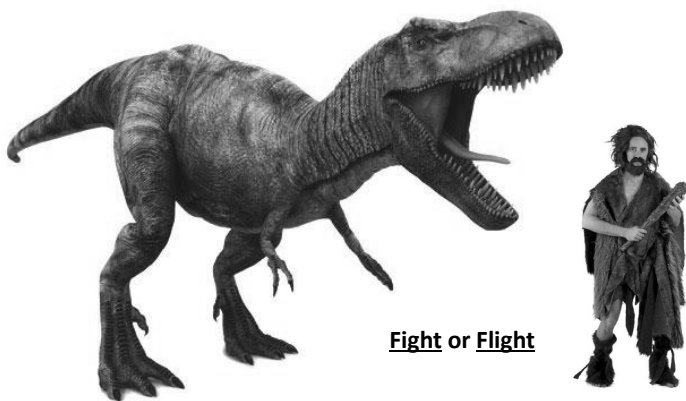
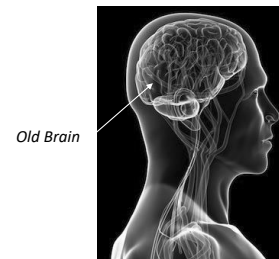
Causes of Anxiety

The Old Brain
The Midbrain
The New Brain



The Old Brain

Survival is what matters



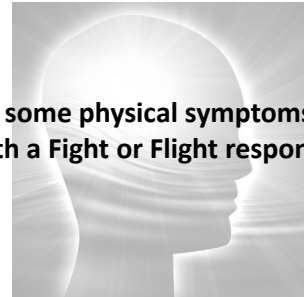
- 1) Isolated
- 2) Object of focus
- 3) Afraid





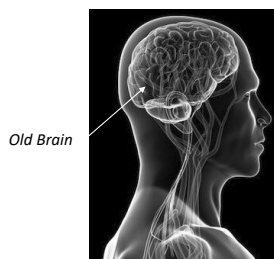
What about you?

What are some physical symptoms you have with a Fight or Flight response?



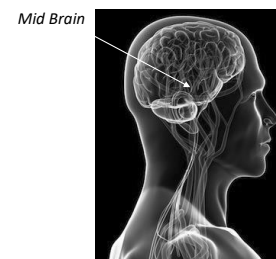
The Old Brain

Overcome by
Accepting the nervousness
Desensitization



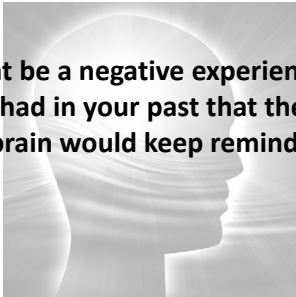
The Midbrain

Reminds you of negative
past experiences



What about you?

What might be a negative experience that you had in your past that the Midbrain would keep reminding you of ?



No More
BORING
Presentations

The New Brain

Conscious thinking part
Demands you place on yourself



New Brain



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www.glasbergen.com

Common Demands



Common Demands



The New Brain

Overcome by
Rationally analyzing truth
and usefulness of demands



New Brain



Fear of

Failure
Rejection



**False
Evidence
Appearing
Real**

Turn Fear Into Success

Focus

Explore

Assess

Respond



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Know Your Audience

What do they
already know?

What are
their needs?

Who are they?

How many
males &
females?

What are
their skills?

What do they
have in
common?

What do
they expect?



Determine The Purpose



Determine The Purpose

How about those Cubs?



Decide The Topic



Start With an End in Mind





Decide the Title



Use Stories



A memorable story will:

Create an Image
Speak From the Heart
Start With the End in Mind

let your  speak

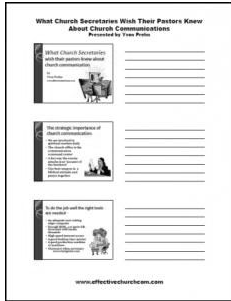


Create an Image
Speak From the Heart
Start With the End in Mind

**My Single Greatest Achievement
My Most Embarrassing Moment
An Obstacle I Overcame**



Handouts



Practice Practice Practice



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Opening ***Nail It!***

Greetings

Compliments

Name

Position

Purpose Statement

Signposts



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Grab Attention



Rhetorical question

Personal story

Problem

Joke

Video



Dress for Success

Appearance

Posture

Gestures

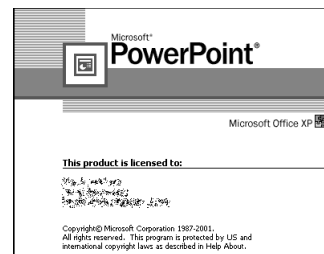
Eye contact

Facial expressions

Movement



What About Power Point?



What About Power Point?

What are your pet peeves with PowerPoint?



PowerPoint Tips

Less is More

- KISS (Keep it Simple Stupid)
- Limit Bullet Points and Text
- Limit Animation

Images (High Quality) are Worth 1,000 Words

Do **NOT** Read Slides

Videos are Impactful

Pay Attention to:

- Colors & Fonts
- Organization
- Visual Appeal



Closing
Nail it too!



Get Excited!





Ahoy Mates, from your APPA crew!

