Polishing Your Impromptu Presentation Skills
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What Is an Impromptu Presentation?

Know Your Audience

- Are they experts or novices?
- What is the relationship to you?
  Consider the power structure.
- What do they need from you?
- What do they want from you?
- Do they have any preconceived notions?
Think Ahead

• One Key Message
• Possible Objections

Plan the Message

Less Is MORE!
Positive Focus
Address Objections

Plan the Message

Influence the Audience
• Head
• Heart
• Hands
Plan the Message

- Deduction
- Induction
- Order of Importance
- Grouping
- Space or Time Order

Plan the Message

- PREP: Point, Reason, Example, Point
- Past, Present, Future
- Cause, Effect, Remedy

Plan the Message

- Point – Need a new system
- Reason – Can’t meet customer needs
- Example – Last week’s encounter with Oncology
- Point – Need to budget for a new system
Deliver the Message

- Audience
- You
- Slow It Down
- Breathe
- Statements

What If I Go Blank?

- Audience
- You
- Slow It Down
- Breathe
- Statements

Hints from Improvisational Comedy
Dealing with a Question

1. Listen to the Question
2. Pause
3. Repeat the Question
4. Answer the Question

Emotionally Charged or Argumentative Question

Dealing with a Question

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Activity

1. Find two other people wearing the same color shoes that you are who are not sitting next to you.
2. You have 5 minutes to prepare a 3 minute presentation about one of the topics provided.
3. Your peers will listen and provide feedback using the feedback form.