

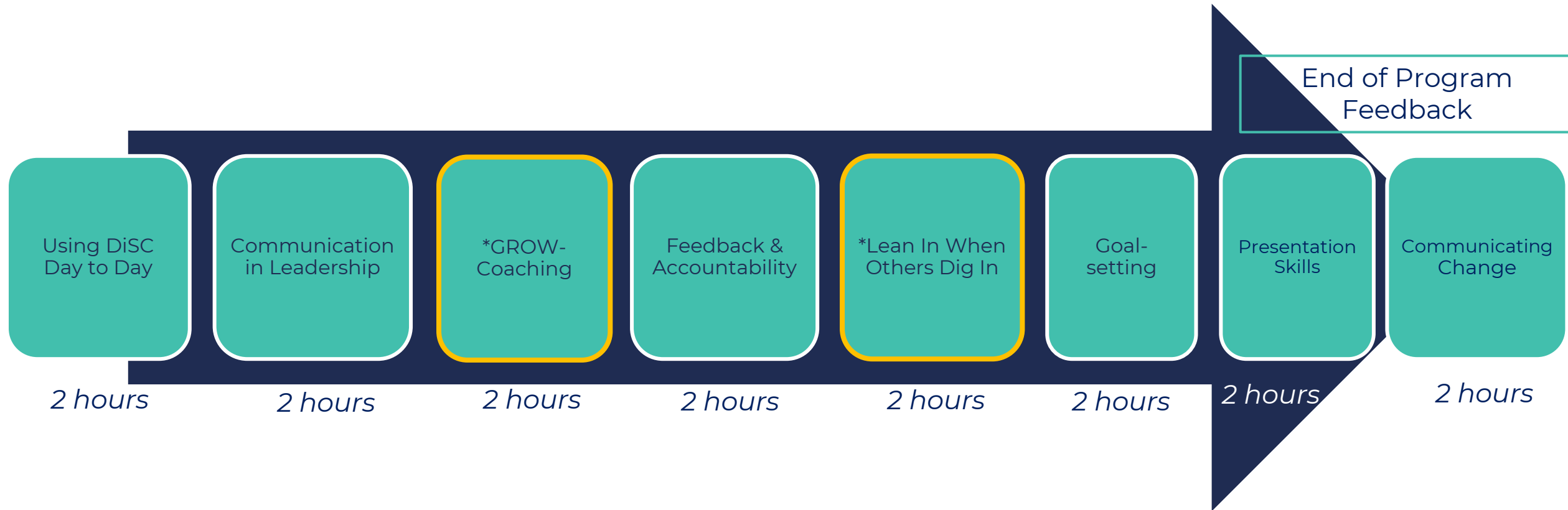


LEAD Refresh

Presentation Skills



LEAD Refresh Development Process



To start each session, get feedback on why they are attending

***Open to LEAD 2 Graduates only**

Ice Breaker

What's **one song** you are listening to on repeat?



Today's Objectives



- Discuss the Top 10 Mistakes people making when presenting (and how to overcome them).
- Share best practices of presenting.
- Practice and get feedback on your presentation skills

Biggest Mistakes



What's **the biggest mistake** a presenter can make?



Far From C

What did you notice?

- Directing attention away from the material
- Relying too heavily on slides
- Disorganized
- Trying too hard to be funny
- Lack of preparation/practice
- Typos on slides
- Animations with no point
- Too many slides (burning through them)
- Lack of audience engagement

Top 10 Mistakes



1. Lack of Preparation
2. Too Much Text on Slides
3. Reading Directly from Slides or Notes
4. Monotone Delivery
5. Poor Body Language
6. Ignoring the Audience
7. Overusing Filler Words
8. Going Over Time
9. Technical Difficulties
10. Lack of a Clear Message or Takeaway

1. Lack of Preparation

How much should I prepare?

How much **time** should I spend preparing?

Lack of Preparation



1–2 hours of preparation for every **5 minutes** of speaking time.

How to Prepare

Preparation Step	Estimated Time	What You're Doing
Clarify your goal & audience	30–60 min	Identify your key message, what the audience needs, and how success will be measured.
Outline the structure	1–2 hours	Create a logical flow (hook → main points → close).
Develop visuals/slides	2–4 hours	Build clean, story-driven slides or visuals.
Rehearse & refine	2–4 hours	Practice out loud, refine timing, adjust transitions, and strengthen delivery.

2. Too Much Text on Slides

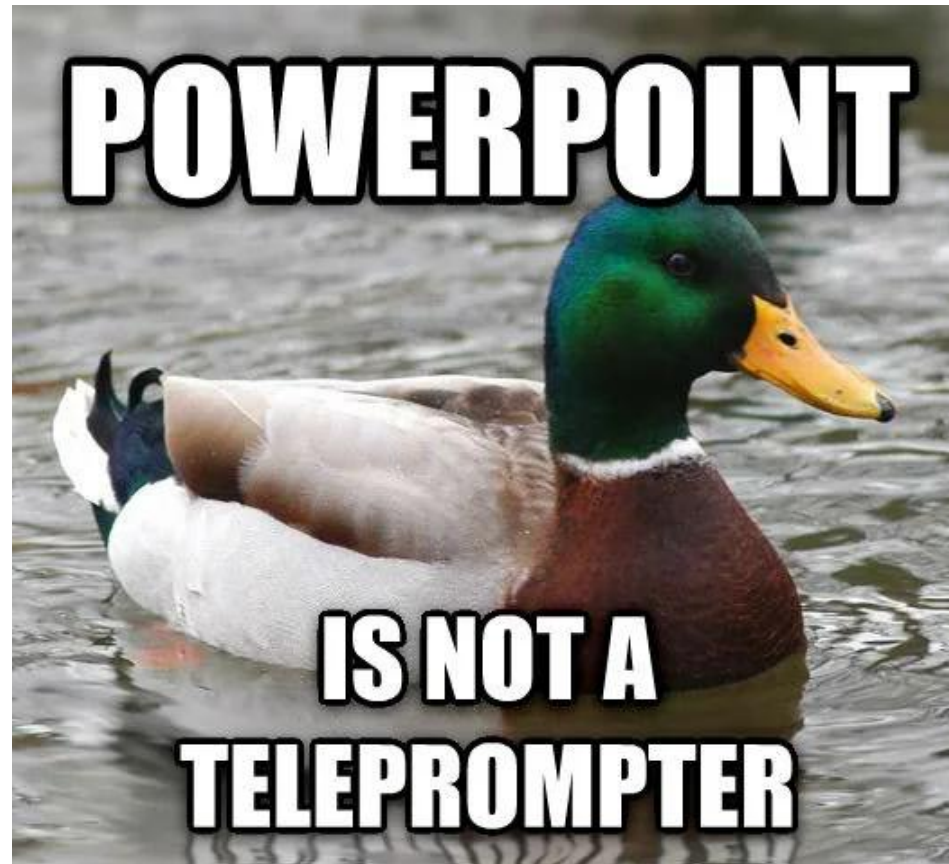
The 10-20-30 Rule

2. Too Much Text on Slides

The 10-20-30 Rule:

- 10 Slides
- 20 Min
- 30 Point font or BIGGER

3. Reading Directly from Slides or Notes



4. Monotone Delivery

- Be aware of your volume
- Use voice inflections
- Be cognizant of your speaking rate
- Use pauses for emphasis

5. Poor Body Language

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How much do we use body language, tone of voice, and actual words used to interpret messages?

	Face-to-Face	Telephone	E-Mail
Body Language			
Tone of Voice			
Words Used			

	Face-to-Face	Telephone	E-Mail
Body Language	55%		
Tone of Voice	38%		
Words Used	7%		

	Face-to-Face	Telephone	E-Mail
Body Language	55%	N/A	N/A
Tone of Voice	38%	82%	N/A
Words Used	7%	18%	100%

5. Body Language Considerations

- **Gestures** = using open hands or pointing towards a PowerPoint slide
- **Eye Contact** = how the presenter uses their eyes to incorporate the audience
- **Postures** = standing straight, spreading the legs, leaning or slouching
- **Positioning** = how the presenter moves about their space
- **Facial Expressions** = a smile, a raised eyebrow or a furrowed brow

6. Ignoring the Audience

- Ask questions
- Use relatable examples
- Adapt based on audience reactions

7. Overusing Filler Words



“um,” “uh,” “like,” or “you know”

8. Going Over Time



9. Technical Difficulties



- Test, retest
- Have back-ups
- Proceed without slides/tech

10. Lack of a Clear Message or Takeaway

- strong opening
- clear main points
- memorable conclusion

Let's Practice!

Presentation about YOU!

- 2 minutes
- Share:
 - What is unique about **you**?

Let's Practice!

2 min to share

2 min for feedback

Bonus points if you record yourself (and watch it later!)