

JUDICIAL TRAINING INSTITUTE

WORKSHOP ON LEADERSHIP SKILLS

Topic: Making Effective Presentation at Conferences

By Prof. Waswa Balunywa, PhD

Executive Director

Balunywa Leadership Academy



Presenter

Prof. Waswa Balunywa, PhD.

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CONFESSIONS OF A PUBLIC SPEAKER



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ROB BIESENBACH

What is a Conference?

What is a Conference?

- A meeting of two or more persons discussing matters of common interest.
- A large formal meeting at which there are groups of talks on a particular subject.
- A small private meeting for discussion of a particular matter.

What is a Conference?...Cont.

- An event where a number of people come together to discuss or share information.
- A meeting of minds.
- The place where people talk or confer about a chosen topic.



COSIMO CLASSICS

(PERSONAL DEVELOPMENT)



The Art of Public Speaking

DALE CARNEGIE & JOSEPH BERG ESENWEIN

Making an Effective Presentation

What is Effective Presentation?

- Effective presentation is the delivery of the message in such a way that the objective of the delivery is achieved.
- It include the target audience, receiving and understanding what the message is, and acting on it as appropriate

What is Effective Presentation...Cont.

- Presentation is part of communication skills and is crucial for the success of not only the presenter but for the occasion that is under Perview.
- Researchers have indicated that rise of an individual to the top depends among others on the ability to communicate effectively.
- Presentations may be informal, during conversations or a formal, where people are required to prepare to be able to present and achieve the objectives of the presentation.

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SPEAKING



by DALE
CARNEGIE

The Ability to Communicate Effectively.

The ability to communicate effectively involves,

- ✓ Preparing for the communication
- ✓ Collecting the relevant data
- ✓ Speaking or writing as appropriate.
- ✓ Listening.

N.B: Even if one was simply going to speak, listening to the target audience is important in successful communication.



Me Medium

The 9 Public-Speaking Secrets of the World's Top Minds : Talk Like TED

3 Jul 2024

Components of an Effective Presentation.

- Effective presentation has three components:
 - ✓ Preparing before the presentation
 - ✓ During the presentation
 - ✓ After the presentation

Pre-Presentation

- Define Your Objectives.
- Clearly determine the purpose of your presentation
- Establish conference objectives- Vision and goals of the conference.
- Review conference guidelines and requirements.

Pre-Presentation....Cont.

- Prepare a concise outline of your presentation.
- Organize your content logically.
- Submit abstract and presentation materials on time.
- Prepare Abstract-approximately 250 words

Pre-Presentation...Cont....

- Confirm presentation details (date, time, room).
- Know your Audience. Research the conference attendees and tailor your message.
- Design engaging visual aids: Use images, charts, and graphs.
- Practice, practice, practice: Rehearse your presentation several times.

FOREWORD BY RHETT POWER
FORBES COLUMNIST

SPEAK WITH NO FEAR



Go from a nervous, nauseated, and sweaty
speaker to an excited, energized, and
passionate presenter

MIKE ACKER

During Presentation

- Check out Venue before presentation. If possible check for gadgets, lighting, podium, project screen.
- Arrive at Venue on time. Don't rush
- Have your presentation materials ready if you are to use equipment

During Presentation...Cont.

- **Start strong:** Hook your audience with a story, statistic question, or quote.
- **Maintain eyes contact:** Engage with your audience. Don't look directly
- **Vary tone and pitch:** Add emphasis and keep audience interested.
- **Use body language:** Confidently use gestures and posture.
- **Encourage interaction:** Ask questions, solicit feedback.

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—CHRIS MATTHEWS, *Hardball*

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JAMES C. HUMES



Presentation Content

- ✓ Introduction
- ✓ Main Body
- ✓ Conclusions and Recommendations

Presentation Content

Introduction

- Clearly define presentation objectives.
- Show presentation format.

Presentation Content

Main Body

- Organize content logically and chronologically.
- Bring out gist limit issue point to five (05) maximum Eight (08)
- Use visual aids (slides, videos, props) effectively.

Presentation Content

Conclusions and Recommendations.

- conclude Presentation in line with objective.
- Practice, practice, practice your presentation.
- Time yourself.
- Make recommendations in line with conclusion.

Actual Presentation

- Arrive early to set up and test equipment.
- Start on time and respect time limits.
- Speak clearly, confidently, and at moderate pace.
- Use simple language

Actual Presentation...Cont.

- Use short sentences.
- Engage audience with eye contact, body language.
- Handle questions and comments professionally.

Visual Aids

- Keep slides concise, clear and visually appealing.
- Use fonts, colors, and images consistently.
- Avoid clutter, jargon, and unnecessary data.
- Practice using visual aids during rehearsal.

Handling Questions

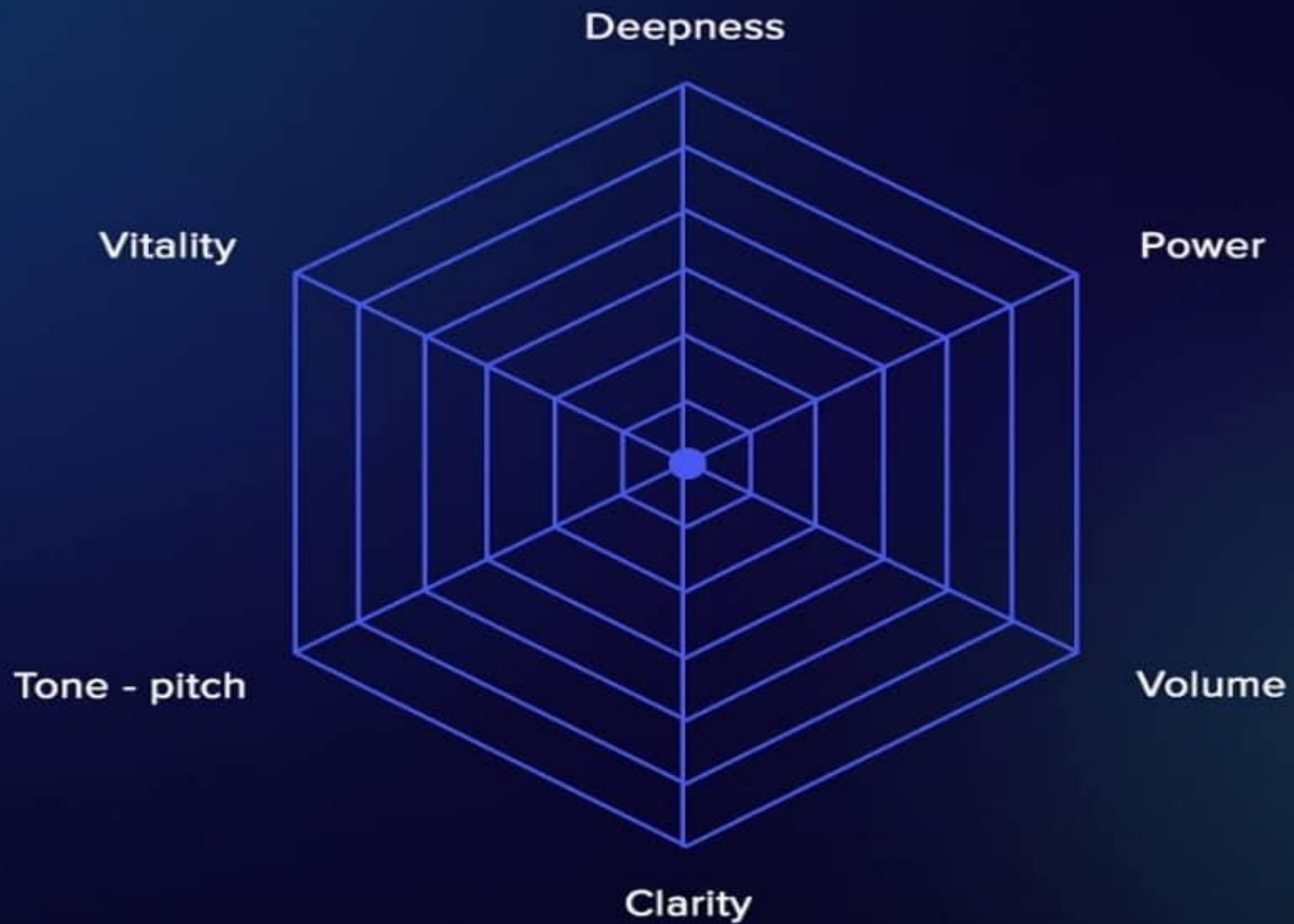
- Anticipate questions: Prepare responses.
- Listen attentively: Understand the question.
- Respond confidently: Avoid filler words (um, ah).
- Don't be afraid to say "I don't know".

Common Mistakes

Common Mistakes

- Reading from notes or slides.
- Speaking too quickly or softly.
- Lack of eye contact.
- Poorly designed visual aids.
- Failure to engage audience.

FOCUS ON THE WEAK POINTS OF YOUR VOICE



Conference Specific Tips

Conference Specific Tips

- Familiarize yourself with the venue.
- Arrive early to set up.
- Network with attendees.
- Be prepared for technical issues.
- Follow conference guidelines.

“
DISCOVER
THE SECRET TO
GETTING THROUGH
TO ABSOLUTELY
ANYONE

Just Listen

MARK GOULSTON

FOREWORD BY
Keith Ferrazzi
AUTHOR OF *NEVER EAT ALONE*
AND *WHO'S GOT YOUR BACK*

”

Thank You For Listening