

PRESENTING AND PROFESSIONALISM

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Overview

- Presenting (Dos and Donts)
- PowerPoint Tips
- Mind over Matter

Presenting

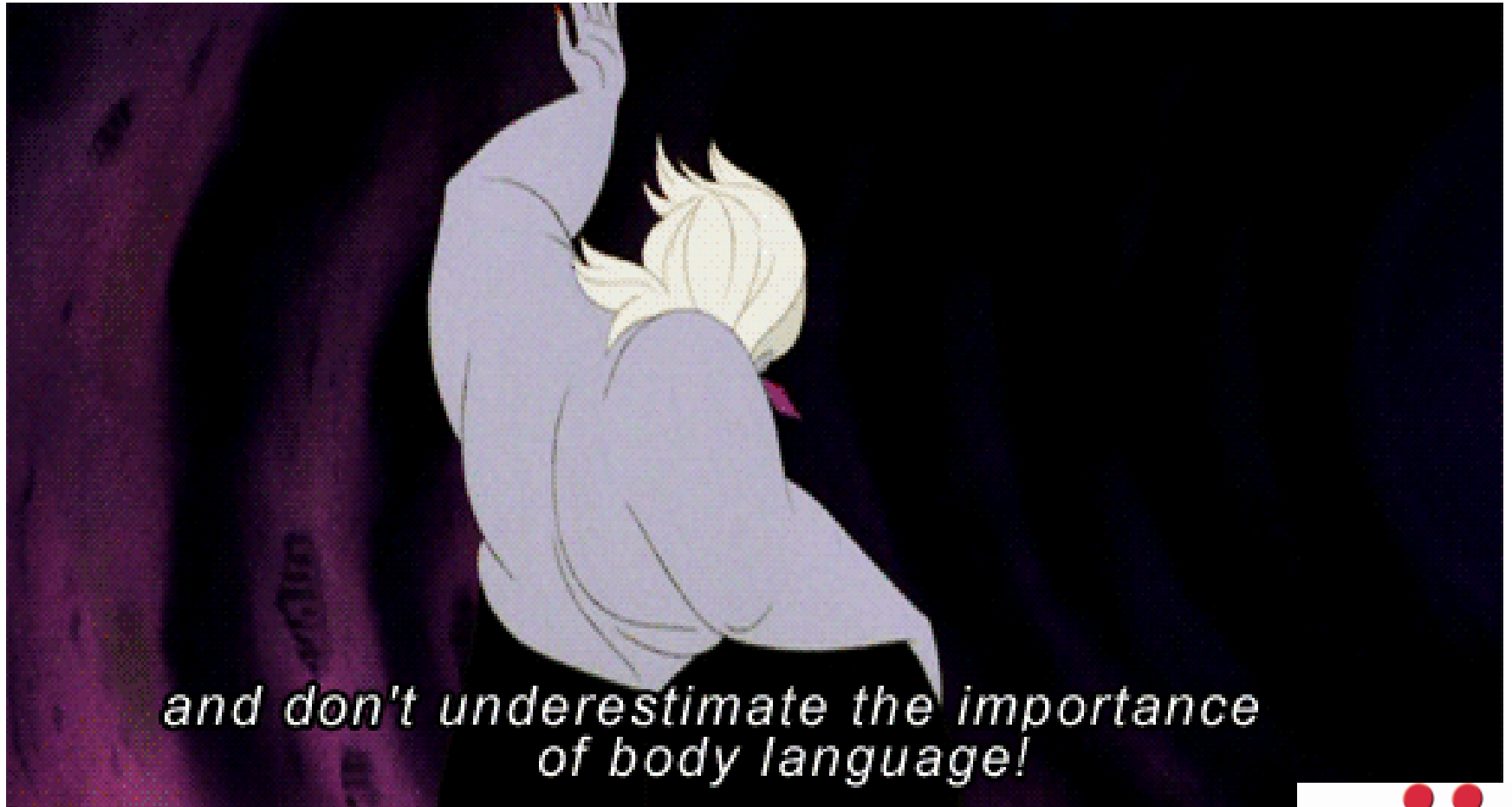
DOs

- Speak from your diaphragm
- Take a moment to gather your thoughts
- Impact your points
- Be conversational/
Structured
- Gesture with purpose
- Smile
- Add your flare

DON'Ts

- Speak quietly
- Use filler words
- Trail off at the ends of sentences
- Upspeak/Be
Monotone/Too formal
- Over-gesture
- Look rigid
- Be unprofessional

Presenting



*and don't underestimate the importance
of body language!*

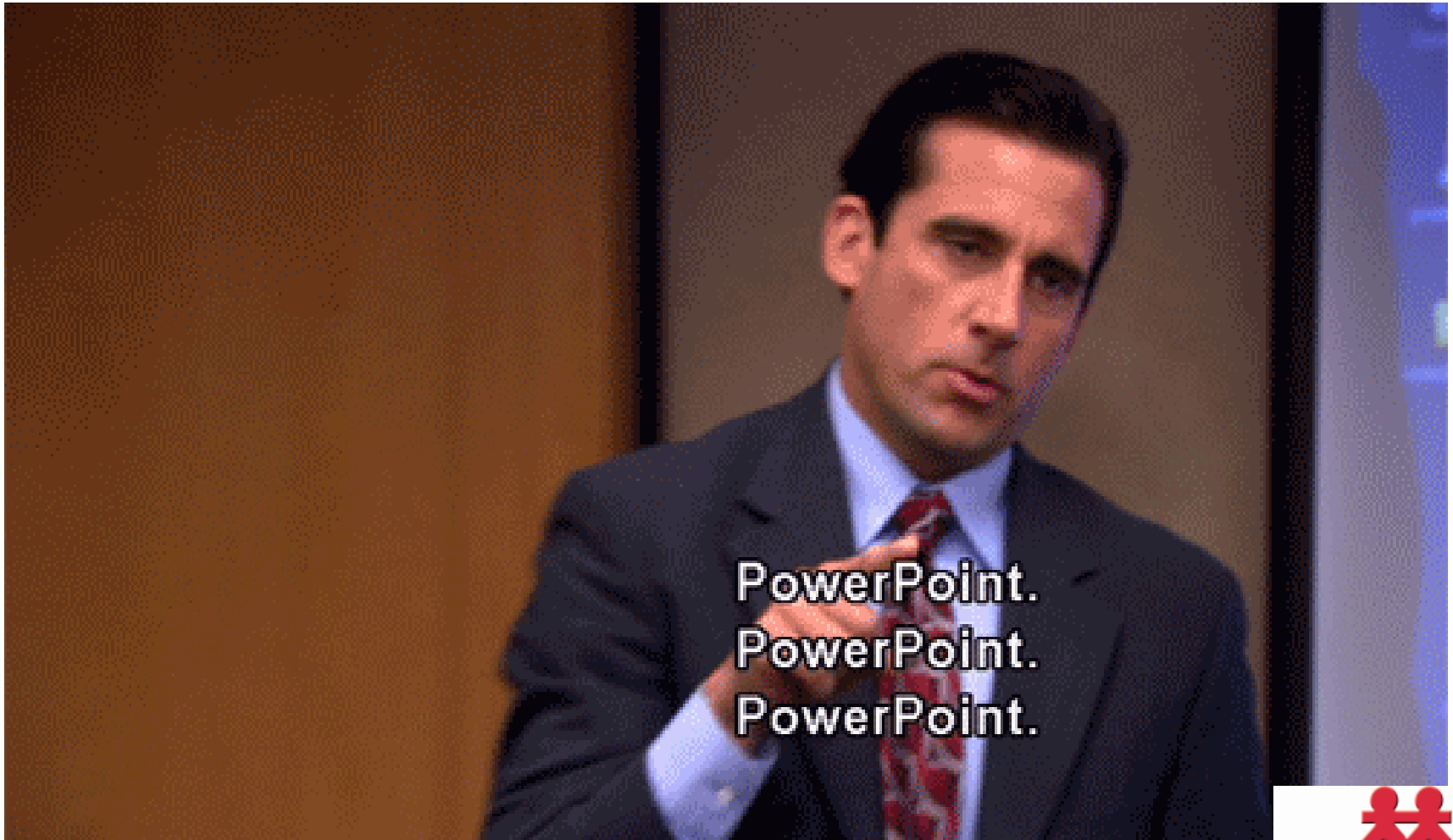


Monroe Carell Jr.

children's Hospital

at Vanderbilt

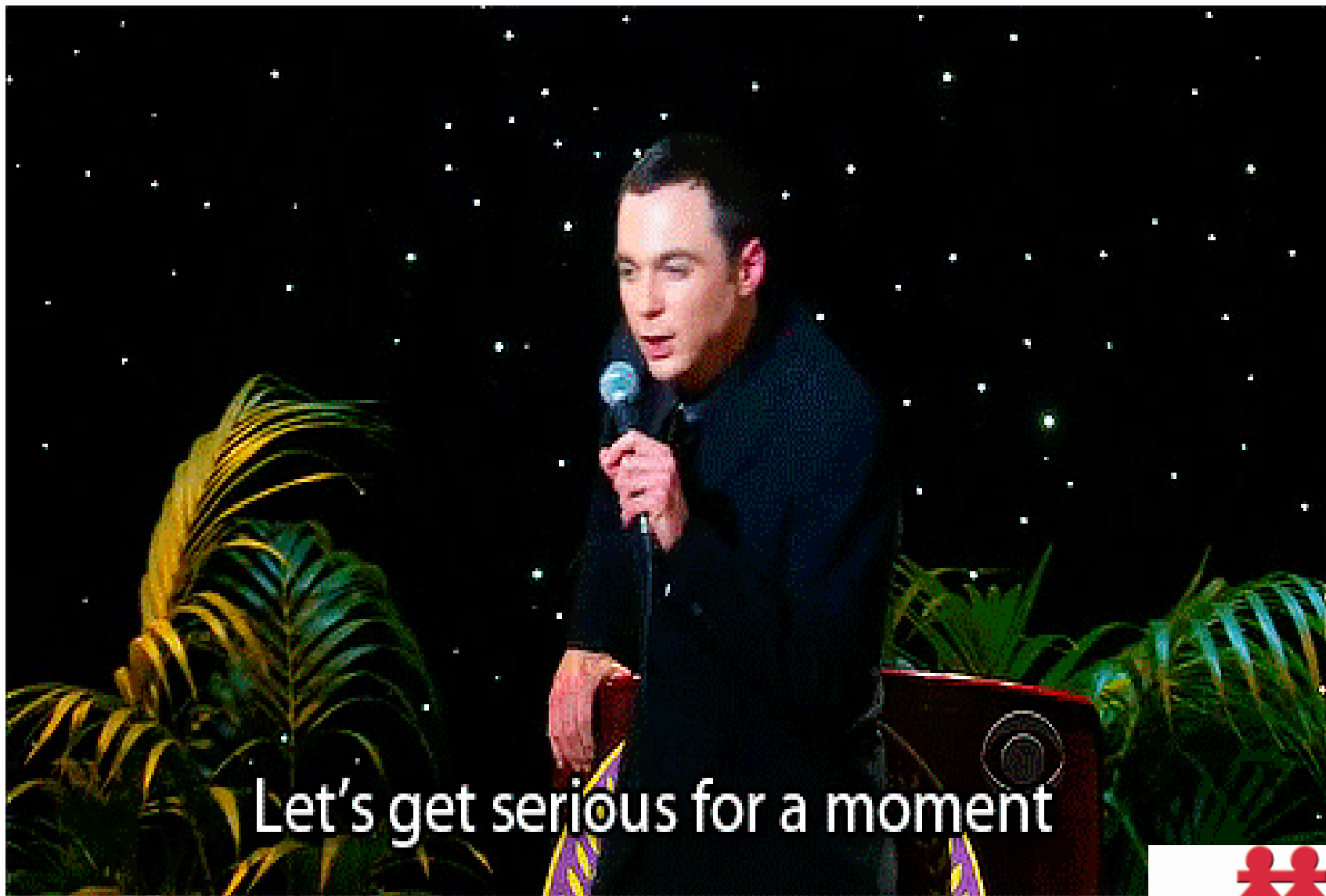
PowerPoint



PowerPoint.
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Powerpoint

- Attend early and confirm equipment works
- Don't be afraid to adjust your surroundings
- Use bullet points not paragraphs
- Use a master theme
- Large contrast in the words and backgrounds
 - Audience size
- Know your presentation
- Use for effectiveness not reliance
- ORGANIZE!!!
 - Transition slide
 - End slides



Let's get serious for a moment



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Keep Calm and Drop the Mic

- Work out
- Remove the negative
- Know your audience and reactions
- Chew gum
- Pump up the jams
- Practice and time yourself (8 minutes)
- Memorize your opener
- Know what works for you
- Know your “take aways”
- Remember, you are the expert

Go forth and conquer.

