

**Better Together**

**Building the Presentation Team**

**with**

**Alden B. Davis**

To prepare to deliver a message competently and with polish  
In a way that the conference objectives are achieved  
So that attendees are better equipped and enabled to run their business.

## **Key Beliefs:**

1. "Communication" without shared understanding is noise.
2. The message is only as good as the messenger.

## Outcomes of this Workshop

- Build a cadre of competent and capable speakers.
- Manage the 5-P's of professional presenting.
- Find voice, polish presence.
- Demonstrated competence to the criteria-based-objectives of Presentation, Content Knowledge and Rapport.
- Video library of presenters for coaching and selection.
- Messengers fit to deliver the message.

Presentation



**Presentation:**

Given the presentations, concept demonstrations and other typical classroom materials deliver the content in a way that is culturally appropriate and suited to the learning styles of the participants so that they are engaged, enjoying and visibly working with understanding the material.

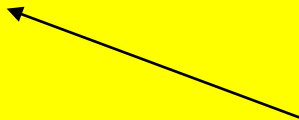
Content Knowledge



**Content Knowledge:**

Given a topic and personal commitment to the desired outcome, present to the audience facts, stories and images accurately and realistically, free from jargon and buzz words so that a positive perception is established and the audience accepts the message presented.

Rapport

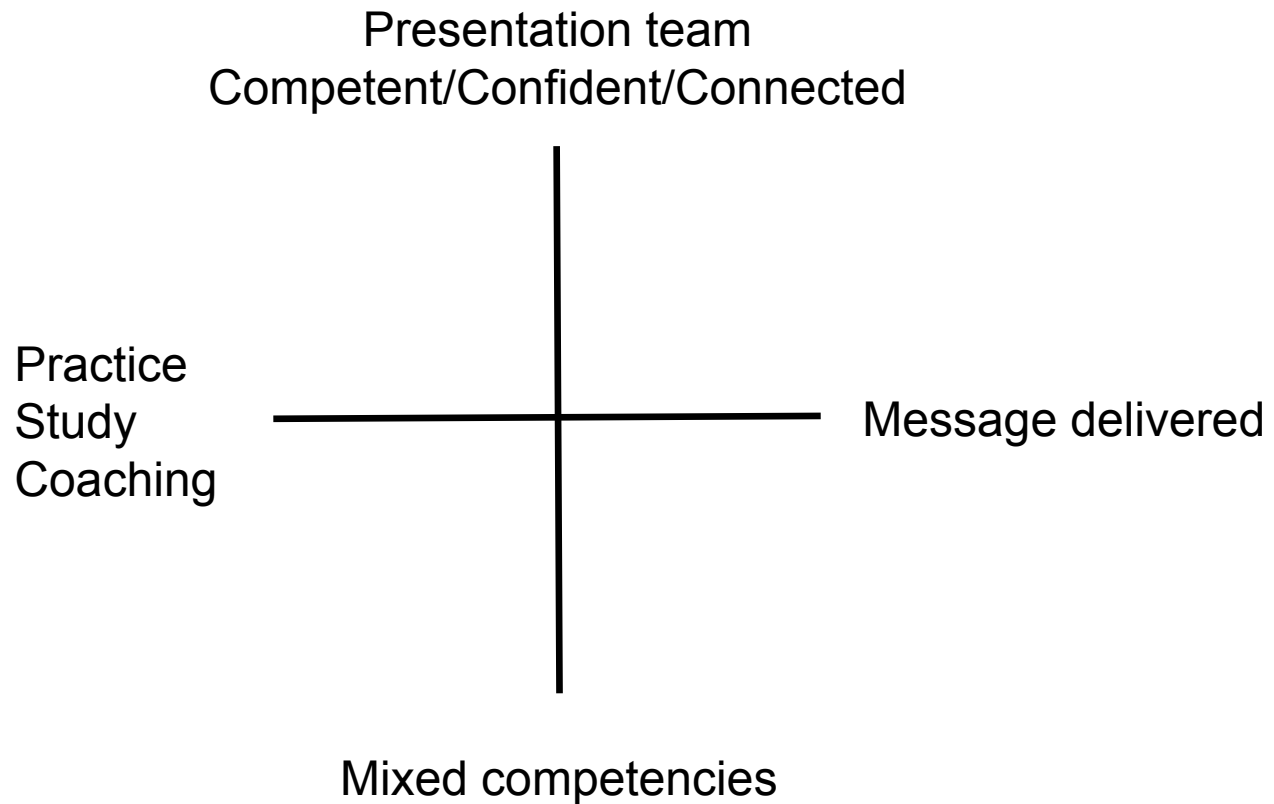


**Rapport with People:**

Given people that have no personal acquaintance with you establish an atmosphere which promotes trust and mutual respect with the audience so that an environment of open and honest dialogue is established.

## Gaining Clarity:

What is the purpose of the two conferences you are holding?



# Section 2

# Energy

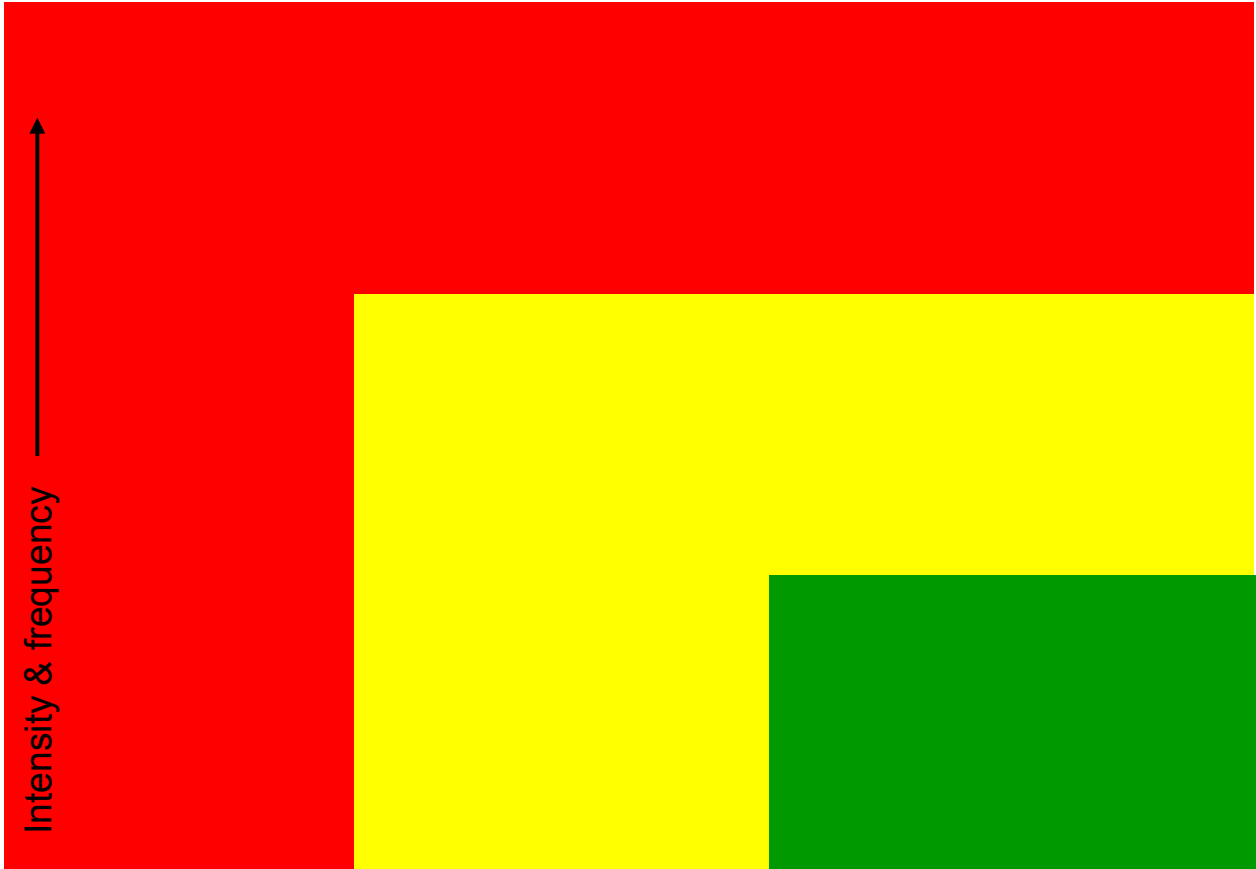
# Spirit and Will 'O-Meter

from the Business's Perspective

## Spirit



- ◆ Not enough resources to address the requirements
- ◆ Buck does not stop with the supervisor.
- ◆ No support from upper management
- ◆ Indecision
- ◆ Not following through with a promise
- ◆ Having unilateral, unreasonable goals set without input.
- ◆ Being accountable but not in control.
- ◆ Choosing which category of chewing/reaming to absorb (production vs. OT)
- ◆ Micromanagement
- ◆ Not asked to provide input. Kicking bull.
- ◆ Ignorance to suggestions, comments, ideas brought forward.
- ◆ No appreciation of "work" performed, can't recognize value of our work.
- ◆ Focus on failures not achievements.



- Considering an opportunity outside this company
- Creating an opportunity outside this company
- Making it to my pension date
- Meeting my personal development goals through this company
- Doing what it takes to stay employed in this company
- Meeting my professional goals through this organization
- Pushing organizational bounds to enable business improvements
- Meeting my financial targets through this company

**Will**



Are my convictions deep enough to fuel my courage to  
confront scary, kill-me hazards?

Conviction  Courage  Confidence

Why is your presentation important  
for the assembled group to hear?

- Tell
- Share
- Guide
- Develop

## **Purpose:**

To develop shared understanding (two-way)  
in a way that values each person's contributions  
so that long-term viability of the relationship is ensured.

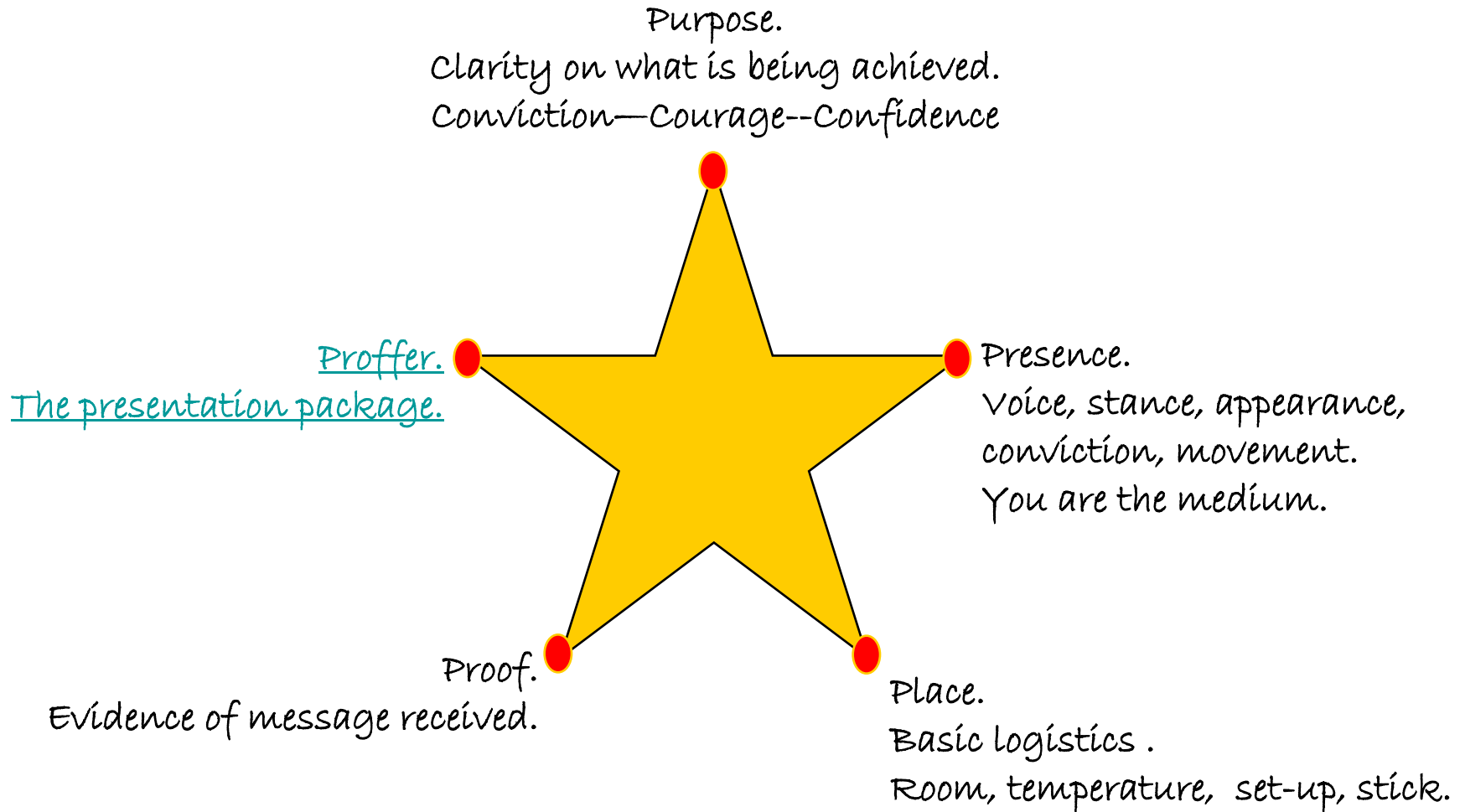
## **Products:**

1. Shared understanding of information

## **Process:**

Reconciling peoples' capabilities and information needs with business requirements.

# 5-P's for Successful Presenting



## Presence.

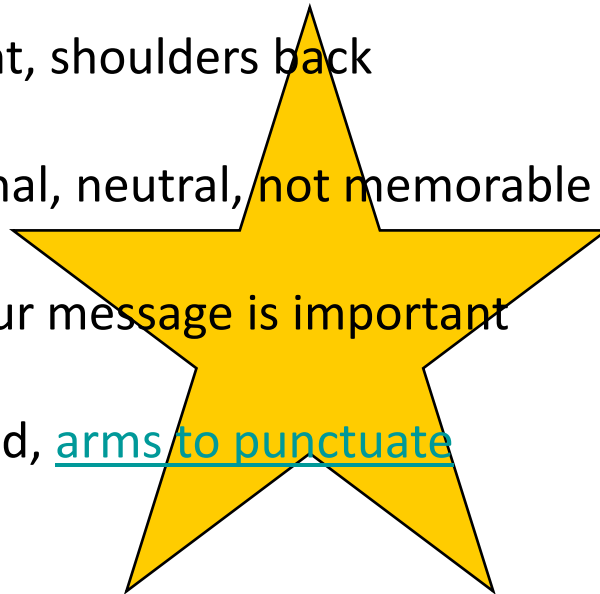
Voice: Tone, volume, projection, modulation

Stance: Square, straight, shoulders back

Appearance: Professional, neutral, not memorable

Conviction: Believe your message is important

Movement: Walk, stand, arms to punctuate



*Presence.*

*Voice, stance, appearance,  
conviction, movement.*

*You are the medium.*

You are the medium.

# Rejection

Be emboldened, be encouraged...you are representing Pratt & Whitney; you are an ambassador. You have the full faith and credit of UTC behind you. You speak with authority. You are delivering a message, this is not about you.

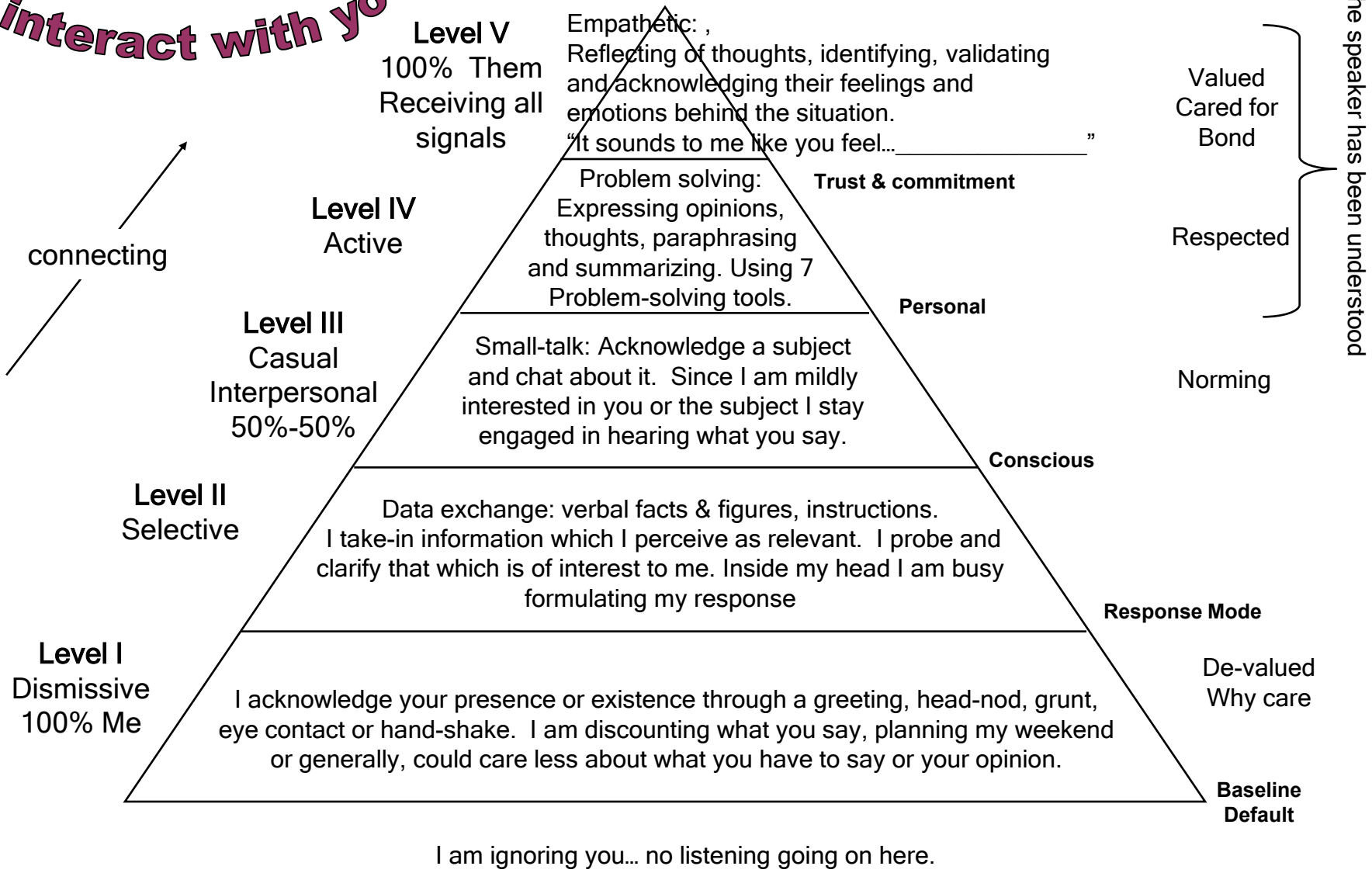
# Section 3

# Connecting



# Listening:

## How I choose to interact with you



## Busting

- Sending mixed messages
- Self-welfare first
- Take no responsibility
- Jump to conclusions
- Hide information / lie

## Building

- Straight talk
- Treat others as competent
- Seek opinions of others
- Keep promises / commitments
- Live the message

The Dignity and Respect Checklist Sheet

1. The position I hold is valued and appreciated	31. I feel safe enough to admit I am wrong
2. I am included in decisions	32. When I get positive feedback
3. I am allowed to be playful about future events and serious resource	33. When I am brought into confidence and "inside the circle"
4. Someone asks for my opinion	34. I am able to make my point without interruption
5. I am given constructive and thoughtful feedback	35. I am included in making the decision
6. Others listen to me	36. When I am given choices to being "loud"
7. People thank me	37. When I am given eye contact
8. My integrity is affirmed	38. My insulting my intelligence, not pursuing a positive premise when it is appropriate
9. My input is sought and valued	39. When you take the time to argue with me
10. Others back me up	40. When work responsibilities are fulfilled in my absence
11. There is concrete evidence that my input was followed	41. When it is assumed that I am competent, professional and successful
12. I am trusted	42. When supervisors ask for my opinion
13. My work is appreciated	43. When I am not publicly taken-to-task
14. I am rewarded	44. I am often change
15. I am acknowledged and people show-up	45. I am given the freedom to manage my work
16. I am invited to be a part of a special event	46. I am given the reason for decisions
17. People pay attention to me when I speak	47. When issues/difficulties are not acknowledged
18. I am given more responsibility	48. When my feelings are validated
19. There are affirming words of encouragement	49. When personal friends are remembered
20. I receive public recognition in front of customers and peers	50. When people don't go around me
21. I am given the whole story	51. When I am not the dumping ground for other's frustrations
22. I am trusted to deliver on my commitments	52. I am not undermined
23. When others respond to my requests	53. Recognize I exist
24. I am asked for advice and help	54. Help me when I get stuck
25. People feel confident in me	55. I am known by my name
26. When I am not fed BS everyday	
27. When I feel I have something to offer	
28. I am treated with a combination of politeness	
29. When "who I am" is more important than "what I am"	
30. People feel confident in me	

# RESPECT

# Rapport

a close and harmonious relationship in which the people or groups concerned understand each other's feelings or ideas and communicate well.

*affinity*, close relationship, *understanding*, mutual understanding, *bond*, *empathy*, *sympathy*, *accord*

1. Step forward
2. Present business card
3. Bring-up presentation
4. Just stand and connect...lock-in the good vibe
5. 5-minutes, deliver opening sequence, 1 key point, and the closing sequence.
6. Presentation is recorded and uploaded to web-based service.
7. Private link emailed for self-observation and reflection.
8. Coaching sheet completed and handed-off.

- Recognition of coaches
  - Presentation
  - Technical
- Review your recording and self-assess
- Review your coaching sheet
- Seek out coaches
- Scan the book for topics of interest
- Be proud to be part of the presentation team!