

RANDOM HOUSE  BOOKS



Perfect Presentations

Andrew Leigh & Michael Maynard

Contents

About the Book

About the Authors

Also by Andrew Leigh & Michael Maynard

Title Page

Dedication

Introduction – Before You Start

1 Why We Need Presentation Skills

2 Basic Principles

3 The 5 Ps of Perfect Presentation

1) Preparation

(i) Research the Audience

(ii) Devise the Presentation

(iii) Organize Presentation Aids

(iv) Check the Venue

(v) Rehearse

(vi) Ready Yourself

2) Purpose ... in Performance

3) Presence

4) Passion

5) Personality

4 Trouble Shooting

5 Team Presentations

6 Now What?

Copyright

About the Book

- Have you been asked to give a presentation?
- Would you like some guidance on the best way to deliver your material?
- Do you want to make sure you get your message across effectively?

Perfect Presentations is an invaluable guide for anyone preparing to speak in public. Written by Andrew Leigh and Michael Maynard, professional trainers with years of experience in the field, it explains how to plan and structure talks, offers tips on conquering nerves, and gives suggestions for the most effective and inspiring way to deliver your message. Whether you're taking your first steps on the career ladder and want some pointers, or you're a seasoned professional looking to refine your presenting technique, *Perfect Presentations* has all you need to make sure you come across brilliantly.

The *Perfect* series is a range of practical guides that give clear and straightforward advice on everything from getting your first job to choosing your baby's name. Written by experienced authors offering tried-and-tested tips, each book contains all you need to get it right first time.

About the Authors

Andrew Leigh and Michael Maynard run Maynard Leigh Associates, a human resources and development consultancy, whose mission is unlocking peoples' potential.

Other titles in the *Perfect* series

Perfect Answers to Interview Questions – Max Eggert
Perfect Babies' Names – Rosalind Fergusson
Perfect Brain Training – Philip Carter
Perfect Best Man – George Davidson
Perfect Calorie Counting – Kate Santon
Perfect Confidence – Jan Ferguson
Perfect CV – Max Eggert
Perfect Detox – Gill Paul
Perfect Family Quiz – David Pickering
Perfect Memory Training – Fiona McPherson
Perfect Letters and Emails for all Occasions – George Davidson
Perfect NLP – Michael Carroll
Perfect Numerical Test Results – Joanna Moutafi and Ian Newcombe
Perfect Numerical and Logical Test Results – Joanna Moutafi and Marianna Moutafi
Perfect Party Games – Stephen Curtis
Perfect Personality Profiles – Helen Baron
Perfect Persuasion – Richard Storey
Perfect Positive Thinking – Lynn Williams
Perfect Psychometric Test Results – Joanna Moutafi and Ian Newcombe
Perfect Pub Quiz – David Pickering
Perfect Punctuation – Stephen Curtis
Perfect Readings for Weddings – Jonathan Law
Perfect Relaxation – Elaine van der Zeil
Perfect Speeches for All Occasions – Matt Shinn
Perfect Wedding Planning – Cherry Chappell
Perfect Wedding Speeches and Toasts – George Davidson

Perfect Weight Loss – Kate Santon
Perfect Written English – Chris West

Perfect Presentations

Andrew Leigh and Michael Maynard



For
Aiden, Darion and Jonathan

INTRODUCTION

Before you start ...

What would it be like to deliver a perfect presentation? It would probably exceed your most optimistic plans and expectations. You'd experience one of those wonderful moments where everything seems to go right and you perform at your absolute best. Your audience reacts enthusiastically and comes away inspired.

That's asking a lot and you can't expect it every time. However, it's certainly possible to maximize the chances of it happening, and this book will help.

On offer here are guidance, ideas and plenty of tips and techniques. Only you can decide whether a particular section or exercise is relevant. Skip material that seems inappropriate. Extract value from what looks helpful.

The first section helps you assess your current presenting ability and your commitment to improve. Next come some basic principles about presentations. The following sections explore the essential ingredients of perfect presentations. The first of these, on preparation, is much the longest because more presentations fail through lack of it, than for any other reason.

Much of the material for *Perfect Presentations* stems from our own regular public and company in-house courses. Many major organizations have used these over the years and now you also can gain some of the benefits - at a fraction of the cost!

We want you to enjoy *Perfect Presentations*; it was written with you in mind. We hope it encourages you to give more presentations that are exciting, powerful and creative.

Good luck!