



Presenting Virtually

Tips and Tricks for Effectively Presenting Information Online

Presented by: Ann Tardy – LifeMoxie Mentoring & Leadership

Today's Mission



To present effectively regardless of your location.





Where do we go wrong as Virtual Presenters?

- Wait for people
- Talk too fast
- Wander
- Make it hard to hear, see, understand
- Apologize for our presentation
- Use too many words, pictures, distractions on each slide

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Example of too many words on a slide...

Mentoring Guide: Questions for Getting to Know your Mentoring Partner ON CAREER PATH

- How did you choose your career?
- What college(s) did you attend and what did you study? And why?
- Would you like to earn another degree or take other courses and training?
- What other companies have you worked for? Why did you decide to work there?
- How did you move your career forward while you worked there?
- Why did you leave that company?

ON WORKING AT THE COMPANY

- How long have you been working at the Company?
- Why did you choose to work at the Company?
- Tell me more about your current position here?
- What do you enjoy most about your job?
- What goals do you have for your current position?
- What other departments at the Company have you worked in or are you interested in?
- What accomplishments at the Company are you most proud of?

ON LIFE OUTSIDE OF THE COMPANY

- What activities do you like to do outside of work?
- Where do you live? What do you like about living there?
- What kinds of books, music, movies and sport do you enjoy?

ON MENTORING

- What excites you about this mentoring partnership and the program?
- Have you ever formally or informally worked with a Mentor/Mentee?

GOALS, VALUES AND BELIEFS

- What life goals do you have for this year?
- How will you measure success?
- What do you think makes a great leader?
- Who do you consider a leader at the Company or in the world?

At work as in life you must advocate for yourself. Everyone else is too busy tooting their own horn to toot yours.

The secret to being an effective horn-blower is to promote your contributions while contributing to others. You never want to come across as arrogant, braggadocious, or self-serving. But you have to intentionally educate and remind people of the difference you make with your work and the results you produce with your efforts. In this information-crazed, attention-deprived world, staying on someone's twitter feed is not easy. The reality is you cannot afford to wait for anyone to notice you. They're too busy noticing themselves.

Here's how to toot your own horn:

1. Email

Send email updates to project stakeholders about the thing they care most about hearing from you: their project in your hands. Who is a stakeholder? Anyone who owns the project or who cares about the execution of the project. The key is to keep stakeholders in the loop. Even if you're not the project lead, your stakeholders are interested in the status of your work on that project.

2. Your Signature Block

Use your signature block to promote your degrees, a project you're working on, a group you're helping, or an article you wrote. Too often people use signature blocks to promote a quote that someone else wrote. All that says is that you're good at finding inspirational quotes. It doesn't promote you or your work or your accomplishments. Stop quoting others and start quoting yourself.

How does your signature block contribute to others? If they don't know about your degrees, articles, projects, or groups, how can they leverage it, read it, learn about it, or get involved?

3. The Memo


The memo is a like sending a card in the mail - no one does it anymore, so it stands out. This great communication tool is a way to provide anyone with a more-formal-than-email project update. The memo is a useful tool to help a new boss or a new project lead acclimate while also quickly discovering your contributions to the success of the project. Write memos to help others transition into their role or to the next phase of a project.

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Example of bad color choices and too many pictures

Beginner Motorcycles



- My personal favorite: the Suzuki Savage
- Light weight (~380lbs)
- Adequate power (650cc engine)
- Low seat height fits most riders



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Steps to Being a Power Virtual Presenter

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Identify a goal

Pick a platform

Create compelling content

Build good visuals

Grab their attention

Let your voice sing

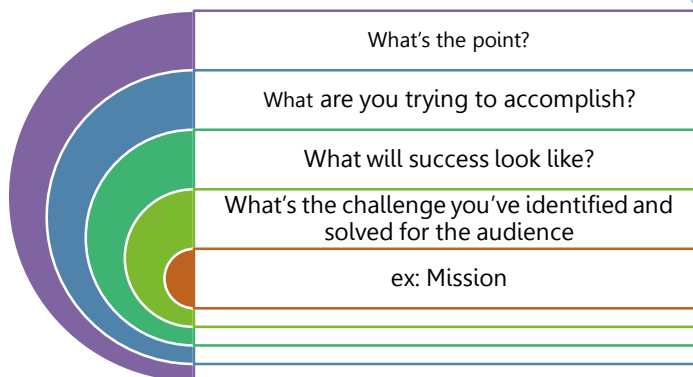
Eliminate distractions

Engage and interact

Use variety of tools

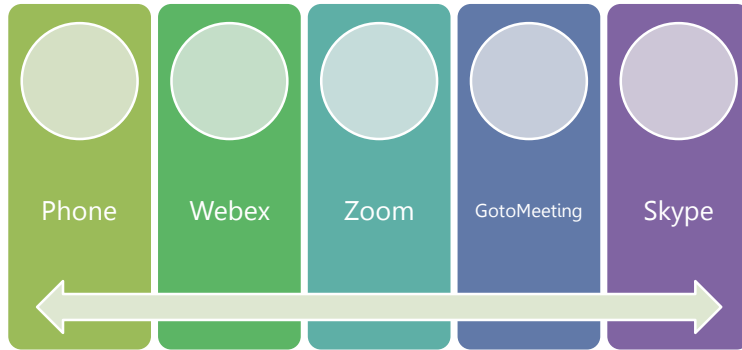
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Identify a Goal

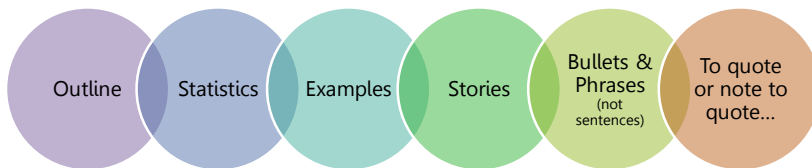


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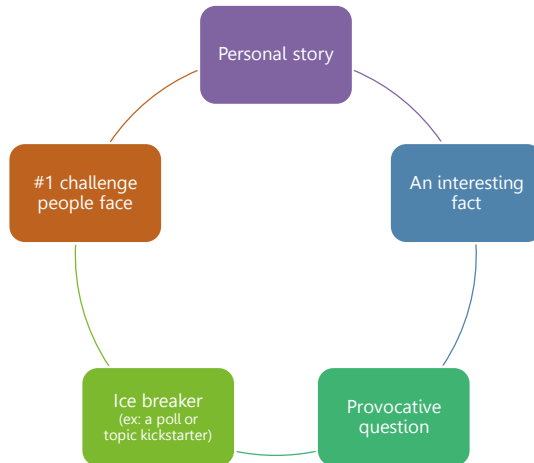
Pick a Platform



Create Compelling (and Concise) Content



Grab their Attention!



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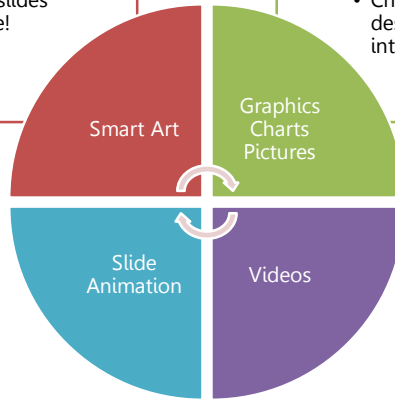
What "attention-grabbing" ideas have you used or experienced that have worked well?

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Build Good Visuals



- Keep slides simple!



- Choose PPT design intentionally

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What else is important to you in good visuals?

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Use a Variety of Tools and Techniques



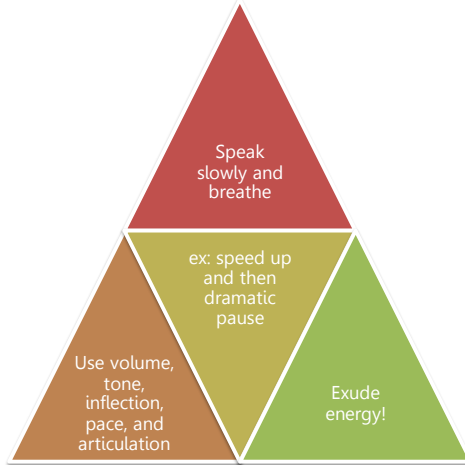
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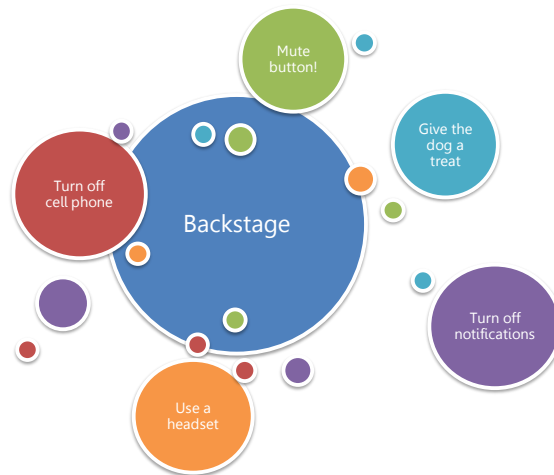
What other "tools and techniques" have you used or experienced that you like?

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Let your Voice Sing!



Eliminate Distractions



The Conference Call



http://www.youtube.com/watch?v=DYu_bGbZiiQ

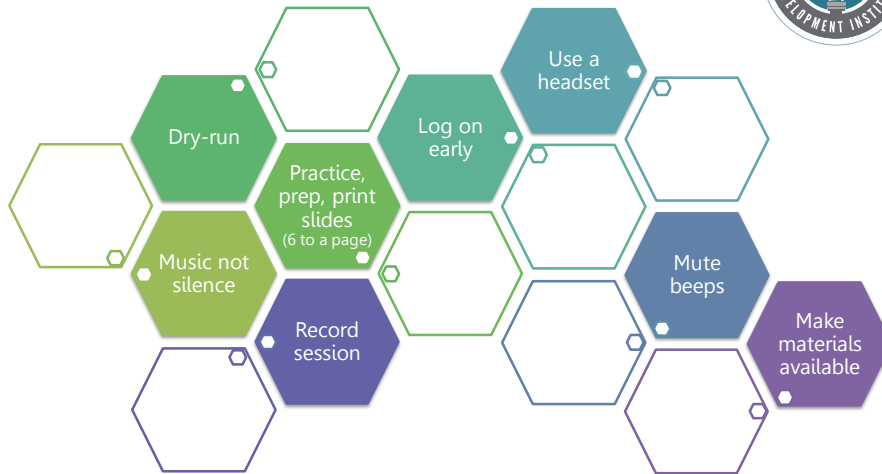
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How can we eliminate distractions?

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Prepare Yourself /Team for Success (Backstage!)



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My Pre-Virtual Presentation Checklist



- Slides printed
- Notes
- Camera/audio
- Office / location
- Audience
- Phone / notifications off
- Desk cleared
- Water / lozengier
- Backup Plan

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Resources | Questions

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Resources

www.zoom.us

Sheri Jeavons at www.Power-Presentations.com

Book: *10 Steps to Success Virtual Presentations*
by Wayne Turmel

www.polleverywhere.com

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An example of polleverywhere.com



What are your favorite social media apps?

Start the presentation to activate live content

Facebook LinkedIn Twitter Instagram Tumblr Sn

Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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Questions? Other resources to share?

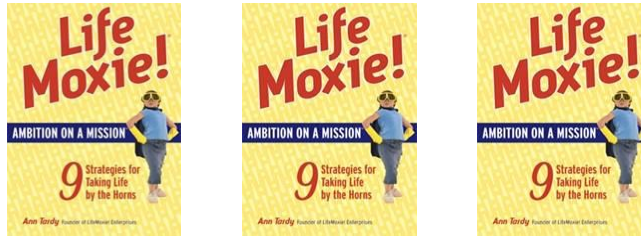


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Raffle

Ambition on a Mission



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Upcoming Webinar Schedule in KP Mentoring

www.kpmentoring.org

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Save the Dates!

Success @ Mentoring Webinar

*Skills & Strategies to
Create more Effective Mentoring Experiences*

2nd Wednesday @
9:15-10:00am PST / 12:15-1:00pm EST

Oct 11: Mentoring Feedback

Nov 8: Ending a Mentoring Relationship

Dec 6: Transitioning from Mentee to Mentor (note: 1st Wed)

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Save the Dates!

Success @ Work Webinar

Discussion Topics to Fuel your Mentoring Conversations

4th Wednesday @
9:15-10:00am PST / 12:15-1:00pm EST

Oct 25: Evaluating Yourself with 360s, IDPs, and Self-Assessments

Nov 15: Lift the Communication Fog (note: 2nd Wed)

Dec 13: Your Career Strategy (note: 2nd Wed)

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