

PARTICIPANT WORKBOOK



DESIGN & DELIVER PRESENTATIONS



Rehearsing Your Presentation
&
Mastering Your State

T A B L E O F C O N T E N T S

REHEARSING YOUR PRESENTATION

The Basics	2
Note Cards & Outlines	3

MASTERING YOUR STATE

What is Your State?	4
Body, Beliefs & Focus	4-5
Presuppositions	6
Reframe Your Beliefs	6
Fear Based Questions	6
New Questions & New Beliefs	7

WORKSHOP PLANNER	8
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REHEARSING YOUR PRESENTATION

THE BASICS

1. At Your Desk - Note Cards/Outline
 - Deliver All
 - Break It Down - **Open**, Body, **Story**, **Close**
 - Make Edits

2. Up & Moving
 - Deliver All - Note Cards/Outline
 - Break It Down - Note Cards/Outline
 - Deliver All - NO Note Cards/Outline

3. Record Video - Use Zoom or Phone
 - Rehearse All - Note Cards/Outline (don't stop)
 - Write Down Your Like Best & Next Times
 - Filler/Repetitive Words - Put On Post-It Note
 - Rate Yourself
 - Clarity - Articulation & Logic
 - Confidence - Tone & Posture
 - Compelling - Energy & Vocal Variety
 - Make **Final** Edits
 - Rehearse All - No Note Cards/Outline

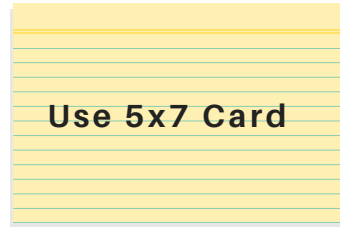
4. Visualize/Vocalize Your Presentation
 - While driving, mowing, exercising, etc.

REHEARSING YOUR PRESENTATION

NOTE CARDS & OUTLINES

Note Cards

- Bold & Big
- Key Stats
- Key Message
- Don't Apologize
- Drink When Lost
- Hold in Non-Dominant Hand



Outlines

Time	Topic	Activity/Point/Question	Page/Visual/Handout
10-1015	Intro - Welcome - Tone setting -	Thank you & hello again Confidence & Humility - Curiosity & Compassion Have a conversation only asking questions Agenda Comparing Roles A Great Coach - Group Feedback	Slide 1-4
1015-1030	Building Trust	Partner Exercise	P 3 / Slide
1030-1045	Coaching Skills	Go thru each Mark "T" for traps Mission statement	P3 / Slide P 10-12
1045-1100	Motivation	Signs of low skills/motivation Intrinsic vs extrinsic What drives intrinsic Pink Video Connect to coaching conversations	P4/slide Video
1100-1115	Coaching Conversations	Lecture & examples	P5 /slide
1115-1130	Coaching Traps	Lecture Kate - Reluctant Coach	P6/slide
1130-1145	Q & A	White Card	5x7 Cards
1145-1200	Learning Summary	Learning Summary	P 13
1200-100	Lunch	Lunch	

"Unrehearsed is unreliable."

Connie Dieken

WHAT IS YOUR STATE?

Your state is the condition you are in physically, emotionally and psychologically. It's your overall well being.

The three core elements that affect your state are your Body, your Beliefs and your Focus.

To effectively embody the optimum state, you must align the three core elements and develop your Performance Preparation Pattern (PPP).

BODY

The way you:

- 1) move,
- 2) stand,
- 3) breathe,
- 4) use your facial muscles, and
- 5) gesture with your hands.

BELIEFS

Beliefs are based on your **facts** and the **stories** you tell yourself. They are always true for you. Whether or not anyone else would agree is irrelevant.

Your beliefs impact your emotions and behaviors which are seen and felt by your audience.

If you **believe in yourself and your message** and you see presenting as an opportunity to help your audience, they'll see and feel that too.

FOCUS

Our mind focuses on finding answers to questions. When designing and delivering presentations, some questions focus the mind on answers that produce fear and anxiety.

- "Will the audience ask me hard questions?"
- "What if I forget what to say?"
- "Will they find out I don't have all the answers?"

PRESUPPOSITIONS

This is a truthful assumption revealed in a question.

- "How can I use their questions to build trust?"
- "What will it feel like when I remember every point?"
- "Where in my presentation can I demonstrate my expertise?"

REFRAME YOUR BELIEFS

- "I'm eager to hear their questions and learn what's important to my audience."
- "My point of view is valuable."
- "I'm prepared to deliver my entire message."

FEAR BASED QUESTIONS

NEW QUESTION

NEW BELIEF