



**Association of Accounting Marketing
Perfect Presentations:
Formal and Extemporaneous**


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Presented by Karen Hough, Founder & CEO



Today



- Improvise's Mindset
- Make formal presentations casual
- Make extemporaneous presentations formal
- Critical skills to perfect presentations




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Improvise's Mindset



We all improvise, everyday.

By understanding and using the skills of improvisation, we can exponentially raise our performance and results.



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4 Principles of ImprovEdge



YES! DECK	Welcome Welcome to the Yes! Deck created by Karen Hough. This deck is divided into four sections representing a basic principle of improvisation.
YES! SPACE	Bring positivity and creativity into the workplace.
BUILDING BLOCKS	Take something small and build it into something exceptional.
TEAM EQUITY	Leverage the combined power of the people in your organization.
OOPS TO GREAT	Understand that mistakes often yield the greatest discoveries.

Yes! Deck®



Size of audience + energy



You have to reach out to the farthest people with your energy

You have to connect with the people closest to you with your eyes

Eleanor Roosevelt



"Experience should teach us that it is always the unexpected that does occur."



Formal Presentations



- Practice
- Get out from behind the podium
- Practice
- 20 words per slide maximum, no smaller than 24 type
- Practice
- Never read a slide!!!!
- Practice
- Videotape yourself and watch it
- Practice



Bookends



If there is anything you nail / practice / time – be sure it is your **OPENING** and your **CLOSE**



Malcolm Gladwell



It takes 10,000 hours of practice to truly be an expert at anything.
- *Outliers*



Extemporaneous presentation



- Take a long breath and blow it out
- Make a choice
- Say your opening line to yourself
- Go!



Some extemporaneous is canned



- Use material again
- Make it conversational or relevant to the setting
- Practice
- Smile
- Ask a question of the audience



Aristotle



“We are what we repeatedly do. Excellence therefore, is not an act, but a habit.”



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www.ImprovEdge.com
614-793-1738
866-598-9818
