PRESENTATION DOs

UNDERSTANDING AND COMMUNICATING YOUR PURPOSE
Audience, rationale, motivation, psychology of goals

FRAMING
Meetings, emails, communications

DOCUMENTS
Is this draft, for consultation, for criticism, an open meeting, a brainstorm session, feedback?

DISCUSSION AND FEEDBACK
Define, How will this be ‘managed’?

CRITICISM
How will criticism be ‘framed’ and ‘invited’?

OMISSIONS
What will be omitted? Trajectory? Confusion? Doubt? Guessing? Conflict?

NARRATIVE
‘War’ stories, relevance, self

PLACE AND SPACE
Where, when, what, who

STATEMENTS AND QUESTIONS
Balance, open, leading, interrogative, rhetorical questions

PRACTICE
Importance, objective, outcome, effect
PRESENTATION DON’Ts

ASSUMPTIONS
Audience guessing, everyone at same level, common sense

GRAPHICS AND VISUALS
The tyranny of text, talking at, talking to,

DEATH BY POWERPOINT
Semiotics, symbols, significance

HIDDEN CURRICULUM
Over and covert learnings.

DE-PERSONAL
Face to face priority, group/individual

THE EMAIL TRAP
Think, reflect – send

TRIANGULATION
Cross purposes, hidden agenda

FOLLOW-UP
Articulate, confirm, do

LANGUAGE, PRIMES, ANCHORING
Concerns/challenges vs Worries/problems

NECESSITIES VS OPTIONS
Hazards vs risks

PRIMING – ANCHORING
Close, exit, stickiness, trajectory

Phone 0424 547 115 • www.humandydimensions.com