



Intern Program
Summer, 2023

Powerful Presentations

Polls



Agenda

**Preparing For Your
Presentation**

Calming Your Nerves

Captivate Your Audience

Activity and Wrap Up

Preparing For Your Presentation

- Know your audience
- Clearly define your objective
- Create a narrative that connects with your audience
- Organize your content
- Visual aids and slides



Material and Visual Aids

- Create an engaging introduction
- Ensure a logical order to your content
- Use bullet points or keywords
- Keep visual aids clean and uncluttered



Preparing to Deliver Your Presentation



Calming Your Nerves

1. Practice, practice, practice:

- Rehearse your presentation multiple times to build confidence
- Time yourself to ensure you stay within the allotted time
- Speaker Coach in Teams

2. Deep breathing and relaxation techniques:

- Practice deep breathing exercises to calm your nerves before your presentation
- Use relaxation techniques like progressive muscle relaxation- Let's practice

3. Positive self-talk and visualization:

- Encourage yourself with positive affirmations and visualize a successful presentation
- Focus on your strengths and believe in your abilities





Tips To Calm Your Nerves

- Familiarize yourself with the space you'll be presenting in, if possible
 - If delivering a presentation virtually, ensure you are prepared in advance of the call and your camera/audio are working
- Start with confidence: Begin your presentation with a strong opening to boost your confidence and engage the audience
 - Connect with the attendees as they arrive to build rapport

Captivate Your Audience



- Keep it engaging by speaking clearly and varying your voice
 - Avoid or reduce filler words
- Encourage interaction and questions:
 - Involve the audience through questions, polls, or small activities
 - Address questions throughout and engage in meaningful discussions
- Summarize and conclude effectively:
 - Recap the main points and key takeaways
 - End with a strong closing statement that leaves a lasting impression

Encourage Interaction

Addressing Questions:

- Welcome questions and actively listen to understand before responding
- Pay attention to the questions and respond thoughtfully
- Keep responses concise and relevant
- Be confident in admitting when you don't know the answer
 - Offer to follow up later



Activity

- In breakout groups, you will practice delivering a short and informal presentation
- Another participant will volunteer to provide you positive and constructive feedback
- Repeat the process until all participants have presented and provided feedback
- You will be given 10 minutes to complete this activity in your breakout group

Round 1 -

- One person will be the presenter, while another delivers feedback, and the third person will observe and monitor time
- The presenter will give a 1–2-minute presentation “thinking on their feet” to deliver one of the examples (on the next slide)
- The person giving feedback will provide positive and constructive feedback for about 1-minute

Round 2 -

- Then, switch roles and the person who gave feedback from round 1 will become the presenter
- The observer from round 1 becomes the person giving feedback
- Repeat the process for round 2

Round 3 -

- For round 3, the person who gave feedback from round 2 becomes the presenter, and the presenter from round 1 becomes the person who gives feedback
- Repeat the process for round 3

Sample Presentation Ideas

- Describe the plot of a book, TV series, or movie you enjoy (i.e., Harry Potter, Star Wars, The Bachelor/Bachelorette, various Disney movies)
- Describe your favorite sport and a strategy for winning
- Describe your favorite type of food to cook and how you prepare a dish
- Describe your proudest moment that occurred during your internship with Burlington, so far.

Polls



Wrap Up

- Recap the key points discussed: preparation, calming your nerves, and captivating your audience
- Remember, effective presentations are a skill that can be developed with practice and experience
- Embrace opportunities for public speaking to enhance your skills
- Learning > Discover (or Browse Catalog) > filter to the Competency of "Communication-Presentation"

<input type="checkbox"/>	Influential-Adaptability (11)
<input type="checkbox"/>	Critical Thinking-Assessmen... (10)
<input type="checkbox"/>	Communication-Listening (10)
<input type="checkbox"/>	Relationship Management-C... (8)
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<input type="checkbox"/>	Functional Competence-Tim... (8)
<input checked="" type="checkbox"/>	Communication-Presentation (7)
<input type="checkbox"/>	Business Acumen-Business ... (7)
<input type="checkbox"/>	Transformational-Disruptive ... (7)
<input type="checkbox"/>	Communication-Persuasion (7)