

Dear Student,

I am thrilled to be your Presentation Skills Coach! This workshop will be highly interactive with each person receiving individual coaching and feedback in a supportive, fun environment.

Pre-Homework

In preparation for our training, I request that you watch and listen to eight online presentations/stories in advance and come ready to discuss your impressions on 6/21/19. Please give attention to the specific questions I've provided for each link as they support learning points. **You'll find the eight links and questions on pages 2 and 3 of this letter.**

Session 1: 6/21/19

Come prepared to discuss pre-homework. This will be a skills-based class – you will not be required to present.

Session 2: 6/22/19 three-minute presentation, no slides

Please arrive to this session prepared to deliver a presentation on a professional topic that is *no longer than three minutes*. Examples might be professional tips or procedures, management/personnel/leadership approaches, lessons learned, time/money saving advice, or solutions to a common problem.

No need to stress about having the “correct” topic – this just gives us a general starting point to begin coaching. Your presentation should be no longer than **3 minutes** so that we have time for feedback and practicing new ideas. Also, you may *not* use slides.

Session 3: 6/22/19 three-minute personal story, no notes

Our third session will focus on storytelling. Please prepare a true personal story that happened to you that is *no longer than three minutes*. In their simplest form, stories have a beginning, middle and end in which the main character (you) faces a dilemma, which changes you. By the end, a good story reveals how you've been transformed by the event. (The pre-homework video, “Homework For Life” will get you started on this.)

Recording

In addition, please bring a video recording device (phone or tablet) to class so that your presentations can be recorded for you to view privately. **Make sure that you have enough storage space to record two presentations.** Seeing and hearing yourself provides the best and most rapid learning!

If you have questions or concerns prior to our training, feel free to contact me at Susan_Fee@msn.com or visit my website at www.susanfee.com.

I look forward to working with you!

Susan Fee

Please watch and listen to the following presentation/stories **in advance** of our Presentation Skills workshop and **be prepared to discuss your overall impressions in addition to my specific questions**. For each presentation, rate your immediate reaction on a scale from 1-10, 10 being highest.

Videos

Tim Urban, “Inside the Mind of a Master Procrastinator” Length: 14:00

http://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator#t-11623

Rating:

How does this presenter turn his personal story into a message with universal meaning?

How did the presenter use his slides to support his presentation?

Susan Cain, “The Power of Introverts” Length: 19:00

http://www.ted.com/talks/susan_cain_the_power_of_introverts

Rating:

How does this speaker open and close her speech? What technique does she use to persuade her audience? Can you relate to her subject?

Don McMillan, “Death by PowerPoint” Length: 4:25

<http://www.youtube.com/watch?v=lpvgfmEU2Ck>

Rating:

Do you agree or disagree with this speaker’s observations regarding PowerPoint?

Matthew Dicks, “Homework for Life” Length 17:46

<https://www.youtube.com/watch?v=x7p329Z8MD0>

Rating:

How did this speaker make you think differently about your personal stories?

Audio only

Stories have a beginning, middle and end. They must have “stakes” or a dilemma that the main character must solve – it’s the thing that makes you care and wonder what will happen. Stories also include a transformation. The character is different at the end than in the beginning.

Listen to these stories and make note of the stakes and transformation:

“Shall We Dance?” by Daniel Heuman, 5:23

<https://themoth.org/stories/shall-we-dance>

“Extra Mile” by Nestor Gomez, 5:56

<https://themoth.org/stories/extra-mile>

“One of A Kind” by Morley McBride, 5:51

<https://themoth.org/stories/the-one-of-a-kind>

“Soft Science?” by Deirdre Bowen, 5:44

<https://themoth.org/stories/soft-science>