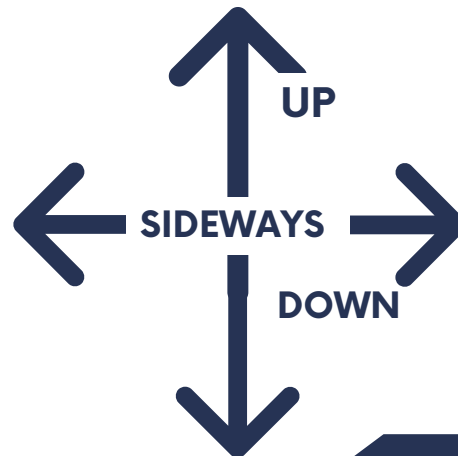


ORGANIZATIONAL COMMUNICATION

Accurate and Timely

Did you verify the information
before communicating it?

PEER COMMUNICATION



*Are the mid level supervisors
communicating the same message?*

EXPLAIN THE WHY AND CHECK BACK IN

Are your supervisors blaming
the "brass" or explaining the
reasons behind policies?

CHECK OUT MORE AT
[TRACYMOTIVATES.COM](https://tracymotivates.com)



PRESENTATION OUTLINE

1. DECIDE YOUR MESSAGE AND WRITE IT DOWN

Excellent speakers have a clear message, know why they are speaking, and how to incorporate their message as a theme throughout their presentation. The message is the entire reason you are speaking and should be brief. After your presentation, everyone in the room, should be able to re-tell you your message.

Write your message down.

2. RESEARCH YOUR AUDIENCE

Think about your audience. This may be the most important step in preparing your presentation. What is the demographic of your audience? Prepare for the emotional vibe of your audience. What are they feeling? Spend time thinking about what your audience's mindset will be on the day and time that you speak to them.

3. CREATE THE OPENER

Studies show that audiences decide if they are going to like your presentation speech or toast within the first 60 seconds. Create a surprising opening that immediately gets the audience's attention.

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4. OUTLINE THE HEART OF THE PRESENTATION

1. Weave your message into this part of your presentation.
2. Less is more.
3. Give examples.
4. Describe:

- Problem
- Solution
- Results

5. THE CLOSER

The closing of the presentation is as important as the opening. Bring the audience back around to where you started your speech. This is where the presenter makes the ask audience.

6. THE POWERPOINT

Create the PowerPoint last. The PowerPoint is only a tool to augment your presentation. Keep the PowerPoint presentation brief and use it for charts, pictures and videos.

PRESENTATION STYLE

- Dress more formally than the audience.
 - Don't read a script.
 - Fluctuate your voice speed and tone.
 - Don't focus on using perfect words.
- Focus on projecting a positive energy.

Check out more at TracyMotivates.com



*If you are passionate about your message and if you are prepared, you will give a successful presentation.
Have fun and enjoy yourself, your audience will have fun too!*

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