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Beetle Bailey and Presentation Skills

By Larry Tracy

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In March 2002, the comic strip Beetle Bailey contained a valuable lesson for business presenters. As General Halftrack walked into his office, his secretary asked: "How was Lt. Fuzz's presentation?"

The General replied: "Like the Washington Monument." Puzzled, the secretary asked "The Washington Monument? General Halftrack responded, "Yeah, it took a long time to get to the point."

How often have you felt the frustration of General Halftrack because the speaker didn't "get to the point?" Worse, have people listening to your presentations been exasperated because they didn't know where you were taking them, didn't know what was your point?

An audience, whether it is one person or many, wants speakers to provide maximum relevant information, delivered in minimum time and in the clearest possible terms, centered on the needs and concerns of the audience.

Time is the defining aspect of any presentation. Few audiences have the time for a full exposition of a subject. Presenters must reduce and translate the salient data into an easily and quickly understood message.

The 3-1-2 System, the heart of my presentation skills workshop, enables presenters to organize their thoughts in the optimum manner to implant their message in the collective mind of the audience, and to Get to the Point.

Most people prepare their presentations using a 1-2-3 Method, drafting in the order of how they will deliver – (1) Opening, (2) Body and (3) Conclusion. This is the method to organize our thoughts we have been taught since elementary school.

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Unfortunately, this system leads to various false starts, because the presenter is attempting to place the ten gallons of knowledge he or she has on the subject into the eight-ounce glass of the presentation.

It is definitely not flexible, and forces the presenter to make changes on the fly. This results in time-pressed presentations lacking coherence. The traditional system of organizing our thoughts is simply not geared to 21st century presentations.

Let's see how the 3-1-2 system can help you "Get to the point."

Place the 30-60 second Bottom Line of your message on a 3x5 card. This phrase should result in the intersection of the audience's needs and your objective goes on this card, which you mark with a 3.

Insert in front of this phrase words that signal the close of Your presentation, such as: "So, in conclusion" or "Let me leave you with this thought." You now have the words with which you will close

with "punch."

This is your closing argument, to borrow a trial lawyer's technique. This phrase can also provide you with a mini-presentation when you find that the allotted time for your presentation has been sharply reduced at the last minute.

Next, take another 3x5 card, mark it with a 1 and write an opening phrase that will cause the audience to listen because you have hit a psychological "hot button" that sends the signal "This will benefit you," or "This will keep you out of trouble." A startling statistic or an apt quotation from a well-known (to the audience) figure could also be in this opening as an attention-getter.

You might wish to include your "3 card" conclusion in your opening statement, and then inform the audience that you will now proceed to prove the validity of your conclusion.

The audience now knows where you are going, and can, in effect, open "files" on their mental desktops in order to absorb this information. Audience members will know at the outset just what is your point. They won't have to wait.

Remember that a business presentation is not a mystery novel. You want your audience to know "who shot John" right away, and then proceed to show the evidence. Above all, you want your audience to be alerted to the fact that you know what their material or psychological needs/problems are, and are prepared to provide information that addresses these concerns.

With the (3) and (1) cards filled out, you have the parameters of your presentation established. You know where you are going and can thus structure your presentation so the audience knows where you are taking them. Take a few cards, marked 2A, 2B 2C, etc. and list your supporting arguments.

The 3-1-2 System ensures that the most important information you wish the audience to retain and act upon is placed at the beginning and the end. The 3-1-2 system will help you "Get to the point," and

avoid the criticism General Halftrack meted out to Lt. Fuzz.

Larry Tracy, author of *The Shortcut to Persuasive Presentations*, (), is a retired Army

colonel described by President Ronald Reagan as "an extraordinarily effective speaker." He now conducts executive presentation skills workshops. Contact him at (703) 360-3222,

. For free tips on presentation skills, visit

Creating Your Presentation Success With a Positive "I Can" Attitude

By Debbie Bailey

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According to the Lamalle Report on Top Executives of the 1990s, one of the most important factors in determining financial success by those earning over \$250,000 is being enthusiastic and having a positive attitude (46%). Apparently, successful people never underestimate the power of positive thinking.

Why does having a positive attitude matter so much? Research solidly indicates that expectations influence behavior meaning if you expect to succeed, it is likely that you will and if you expect to fail, you are more likely to be unsuccessful. Expectations create outcomes because we work toward the outcome we expect, even if it is failure. Henry Ford said, "Whether you think you can or think you can't—you are right."

Over the years, I have worked with hundreds of presenters who had a negative script running through their head before each presentation. Their self-talk sounded something like this, "I should have prepared more. I wanted to do so much more but I ran out of time. I'm not a very good presenter. I don't think this is going to go very well. If I had a few more days, I could do much better." And so on and so on.

This constant mental berating of oneself is very dangerous. Not only does it increase your anxiety about presenting, it helps shape the outcome of failure. We believe we won't do well and so we manufacture that failure to confirm what we already know to be true.

How incredibly self-defeating is that?

The goal of your presentation preparation is to do EVERYTHING necessary to be prepared for your presentation and then change that negative self-talk into a more positive dialogue that increases self-esteem, reduces anxiety, and sets up the expectation of success. Before a presentation, you

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should be telling yourself, "I am ready. I've done everything I could to prepare. I know my stuff. I am going to do very well." This will enable you to think positively about your presentation and carry that positive attitude into your actual presentation.

What amazes me is how much more difficult it is to be kind to ourselves and believe in our success than it is to demean and berate ourselves and expect to fail.

The things we say to ourselves undoubtedly influence our feelings and our attitudes. Instead of telling yourself that you aren't ready or that you wanted to be more prepared, why not try adjusting your attitude to the positive side of life—"I am ready and I am going to give a good presentation." Then watch as your positive outlook creates a positive outcome!

For much more about this and other Presentation Secrets, check out the book "15 Presentation Secrets: How to WOW Even the Toughest Audience," by Debbie Bailey available at trainer2go.com/ebooks.html.

Debbie Bailey is author of the book "15 Presentation Secrets – How to WOW Even the Toughest Audience." She is well known for her life changing presentation skills classes. Debbie possesses a Masters Degree in Professional Communications and a Bachelor of Arts degree in Speech Communication.

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