

PresGen

Generate your
best **Presentation** ever!



PresGen

*Generate Your
Best Presentation Ever!*

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1 / INTRODUCTION

During the Summer Academy or Nature Retreats, participants design their future and give a presentation using the PresGen. When asking participants what difference the PresGen made for them, the answer was structure and guidance.

“Hi, George! My answers to your question about PresGen:

1) Without PresGen, I would be lost. I wouldn't know where to start, how to continue and where to end. It helped me to clarify my ideas and make a smooth presentation.

2) I actually felt a little bit scared because of the lots of lines of the PresGen. But (but was not allowed), and when I started to think about my presentation, those lines (what and how's of PresGen) helped me. I felt organized.

3) Think simple!

Bahar Şeşen, LG Istanbul-Bogazici, Turkey”

Bahar starts by saying, *“I wouldn't know where to start”*. My question to you: what are you going to say? What do you want to achieve with your presentation and why? What do you want your audience to remember?

A participant in a Nature Retreat shared:

"I felt a great sense of accomplishment and pride when I gave my best presentation ever. I was proud of myself for the amount of hard work, and preparation I had put into it, and it felt really rewarding to have it pay off."

2 / WHY IS A PRESENTATION SO IMPORTANT?

Giving a presentation is an important event. You can think of it as your presentation card. People are watching and listening to you. They get a feel for the presentation. What do I think? What do I hear? What do I see? Is the message getting to me?

What do I think of this presenter as a person? Can I relate to it in terms of friendship, employee, supplier, customer, or graduate student?

"I want this presentation to be my best ever! Why? I want to do it well! Why? Because I've already put a lot of work into it! Why? Because it's my business card? Why? In the audience, some people can be valuable to me! Why? They may be able to help me with my challenges!"

PREPARATION

The above participants share: "where to start" and "well-researched".

Questions that are relevant to generate your best presentation ever. Make sure you clearly outline what you want to present and practice

delivering it. Research your topic: Make sure you understand the topic well and can answer any questions that may arise during the presentation. Anticipate questions: Think of potential questions that may be asked during the presentation and prepare answers in advance. Coming up with questions is also a great basis for your research.

YOU CAN MAKE YOUR NEXT PRESENTATION YOUR BEST EVER!

How do I become confident? Working with the “PresGen” gives you a structure to put together a good presentation. Of course, you need good preparation. The PresGen helps you make your story simple and understandable. See how others present. What do you like about it, and what can others improve on their presentation?

This book aims to teach you the structure you need to create a good presentation and instil confidence that you can actually do it.

Let’s get started.

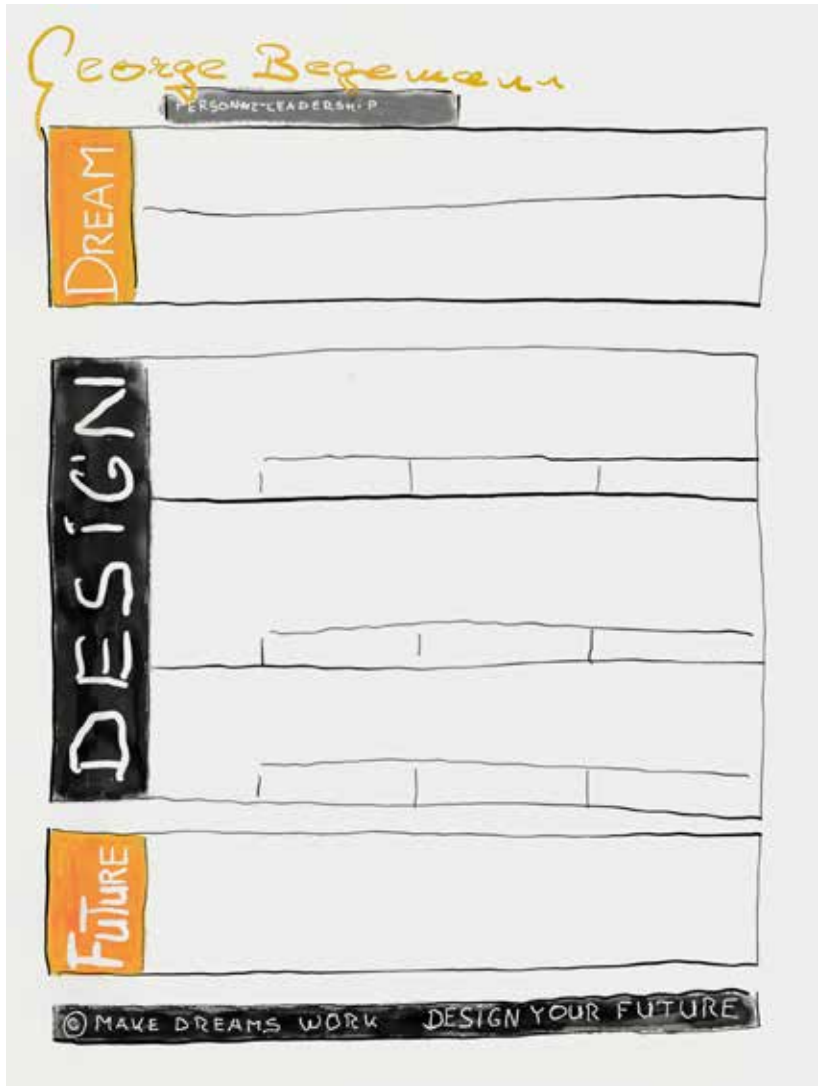
3 / USING PRESGEN YOU GENERATE A PRESENTATION THAT PEOPLE UNDERSTAND!

How do you approach your challenge?

- Invest time into researching your topic.
- Focus and preparation
- Your presentation

INVEST TIME TO RESEARCH YOUR TOPIC.

Use your time wisely! Understanding the assignment is crucial for your research. Read the assignment carefully and make sure you understand the expectations. Ask any clarifying questions you have. Start with the person who assigned the presentation. Brainstorm ideas for the presentation, and research the topic thoroughly. It helps focus your research and saves you time for preparation.



ASKING THE RIGHT QUESTIONS IS ESSENTIAL FOR A GREAT PRESENTATION!

Don't assume. Ask questions! You must give a presentation. You understand the assignment. What can you do to come up with the right questions to execute your research? How will it help you?

Asking the right questions during your research will help you gather the most relevant and useful information for your presentation. This will make developing an effective and engaging presentation easier, as you will have the data and facts to back up your points. Additionally, it will help you better understand the topic you are presenting and give you the confidence to answer questions and discuss the topic with your audience.

ASK WHY FIVE TIMES.

When preparing your presentation, you must get to the core of your assignment. Ask WHY, summarize the answer, and repeat the question WHY those summaries are important. Repeat this exercise five times.

The ideal situation is working with the person who gave you the assignment. If that's not possible, ask some people to help you. Ask WHY five times gives you input for your best presentation ever.



TAKE TIME BEFORE YOU START YOUR RESEARCH!

Be sure of your next step! Take time to brainstorm ideas and questions related to your presentation topic. This will help you identify the key points you want to cover and the research questions you need to answer. Once you have identified the questions you must answer, research the topic. By taking the time to brainstorm, research, analyse, and synthesize the information you find, you will be able to come up with the right questions to execute your research and create a successful presentation.

FINDING RELIABLE SOURCES IS CHALLENGING!

Be critical when looking for information! Look for reliable and reputable sources of information, such as books, journal articles, and websites. As you research, take time to analyse the information you find. Ask yourself questions such as: What does this information tell me? How does it relate to my presentation topic?

After you have gathered and analysed the information, you can begin to synthesize the information into a cohesive presentation. This will help you identify the main points you want to cover, and the research questions you need to answer.

4 / FOCUS AND PREPARATION.

USE PRESGEN TO OUTLINE YOUR PRESENTATION!

PresGen creates an outline for your presentation.

You can find the essence of your research with focus! Set priorities and choose what your audience **MUST** Know. Discover what the interdependency is between the different “Must-Knows”?



Milutin Miljanic, LG Belgrade, Serbia

FIND THE THREE CRUCIAL ANSWERS TO HOW!

You need to bring all your research answers back to the three most important answers to the question, “How do I achieve my goal?” The answer to three times how is an important step!

What can you do to optimize your research? You know your assignment. You have answered the question why.

Start prioritizing and dividing your answers into Must Know and Nice to Know. While you are doing this, see if you can discover if there is a structure. What are the three pillars that are important for answering your research question? Think of the beginning, middle, and end. Or: procurement, production, and sales. This way of thinking helps you set priorities and choose the three most important answers.

WHAT CAN YOU DO?

You know your three most important answers to the question HOW. You are ready for the next step. You are going to approach your research with answers to the question: “How”. The next level of your preparation is asking yourself WHAT you can do to solve these three key elements.

For every “How”, you are going to find the three most important

answers to the question “What”. Answers to the question what are the most important and urgent steps to realise this? Take your time for each of the three answers. By asking WHAT, you go into your challenge one step deeper. The answers you find clarify and give you new questions to work with. With these three plus nine answers, you have a draft of your presentation.

YOUR POWER STATEMENT.

Your power statement is a summary of your research and your conclusion. Working with PresGen makes this simple. You start with your assignment, your conclusion, and the reasons why this assignment is so important. Then you share your answers to WHY, HOW and WHAT.



Ştefania Costea, LG Târgu Mures, Romania

At the bottom of your PresGen, you have your power statement. Your power statement is:

Our conclusion to our assignment is "Deepest Desire", because "WHY". Our conclusion is that if you execute: HOW1, HOW2 and HOW3, you shall achieve Deepest Desire! That conclusion will help you to "WHY". It's simple but not easy. It's great working with PresGen. It gives you a structure and forces you to make choices.

5 / YOUR PRESENTATION

CONTENT AND STRUCTURE

With your research, using the PresGen method, you have reduced your presentation to three key messages! For each of these three elements, you can share the three most important things that must be done to make it successful.

Practice your presentation several times before the actual presentation. This will help you become comfortable with your materials and delivery.

POWERPOINT

When preparing your presentation, use the keywords from PresGen for your presentation. Design a maximum of three lines with three words. Using the PresGen method, you have already found the three most important messages in your presentation.

YOUR PRESENTATION

minimalistic, non-distracting, visually complementary.

You and your story are the most important part of the presentation. Your flipchart or elements projected on the screen behind you can be distracting. Focus on key elements and examples for your presentation. A picture says more than a thousand words. Focus on support and key pictures which are interesting enough to leave two to three minutes on the screen behind you.

PresGen gives you the structure for your presentation. Working with PresGen makes this simple. You start with your assignment, your conclusion, and the reasons why this conclusion is so important. Then you share your answers to WHY and WHAT. At the bottom of your PresGen, you have your power statement.

You have managed to make your presentation simple. You'll notice that questions are focused on the words and slides you have shared. You know those answers and even more. You know more due to your research. Believe in yourself.

PRACTICE

Practice your presentation several times before the actual presentation. This will help you become comfortable with your materials and delivery.

Arrive early to the presentation so you have time to set up and ensure everything works properly.

Start by introducing yourself, your credentials, and why you're presenting. Start by introducing yourself, your credentials, and why you're presenting.

Speak clearly and confidently, and make sure to engage with your audience. Engage by asking questions, encouraging participation, and using humour.

Use your Power Statement as a summary of your key points and leave the audience with a clear understanding of the outcome of your presentation.



| | | | | |
|--------|-----------------------------|---|----|----|
| DREAM | DREAM: | | | |
| | | <i>your deepest desire</i> | | |
| | WHY: | | | |
| | | <i>ask yourself why five times</i> | | |
| DESIGN | HOW 1: | | | |
| | WHAT | 1a | 1b | 1c |
| | | <i>your first challenge</i> | | |
| | HOW 2: | | | |
| | WHAT | 2a | 2b | 2c |
| | | <i>your second challenge</i> | | |
| HOW 3: | | | | |
| WHAT | 3a | 3b | 3c | |
| | <i>your third challenge</i> | | | |
| FUTURE | POWER STATEMENT: | | | |
| | | <i>if I design my future this way, I shall make dreams work</i> | | |

FOLLOW-UP

After the presentation, make sure to follow up with the audience. Send them a thank you note or follow up with any questions they have.

HOW DO YOU LIKE THE PRESGEN?

"I really liked the presentation generator we used during Winter Academy. It made us structure our goals in a clear and concise manner, as we were limited to a certain number of words. This constraint helped us focus our thoughts and make them more comprehensible. Initially, I thought it would be impossible to put 1 word for 100 that I have in my mind, but after more thinking and consideration, I identified the keywords that highlighted my thoughts. Now, whenever I glance at my PresGen hanging on the wall, I feel a sense of peace and motivation to concentrate on the essential things in my life and pursue my dreams."

Milica Živković, LG Novi Sad, Serbia

6 / SUMMARY

GENERATE YOUR BEST PRESENTATION EVER

What are you going to say?

What do you want your audience to remember?

Steve Jobs' introduction of the first iPhone:

"Today Apple is going to reinvent the phone. And here it is."

He started with his conclusion, the outcome of Apple's work.

Why:

You want your audience to understand your message clearly.

Get to the core of your message.

Be confident in front of your audience.

Live your presentation.

Do as you preach.

How:

Collect information.

Build Structure

Set priorities and choose your three foundations.

What:

To share the steps that must be taken to realise how you achieved your outcome, you will share your answers to nine questions. What needs to be done? Your audience will understand that the way how you want to solve the problem might sound too simple. By answering these nine questions you share the work that has to be done.

| | |
|-----------|--|
| How 1 | |
| What 1.1: | Execute your assignment and take notes (Journaling) |
| What 1.2: | Discover your Conclusion. |
| What 1.3: | Ask yourself (5 times) Why this conclusion is important. |
| How 2: | |
| What 2.1: | Ask yourself "How" you are going to achieve your conclusion. |

| | |
|-----------|--|
| What 2.2: | Compare notes with your conclusion and divide them into "Must-Know" and "Nice-to-Know". |
| What 2.3: | Keep "Must-Knows" and group them logically. |
| How 3: | |
| What 3.1: | Set priorities and choose what your audience MUST Know. |
| What 3.2: | What is the interdependency between the different "Must-Knows"? |
| What 3.3: | Decide what the three foundations are; the answers to the question: How will we get to our conclusion? |

You are almost there.

What is your power statement?

If we do How 1, How 2 and How3, we shall achieve "Conclusion", which is important because of your key answers to the five questions "Why".

It's simple but not easy.

ENJOY YOUR BEST PRESENTATION EVER!

Familiarise yourself with the features of the Presentation Generator, including the templates, tools, and features to help you create a

successful presentation. Practice giving presentations with PresGen.

Research your presentation, such as using visuals to structure your presentation and engage your audience. Take the time to customise your presentation to fit the audience and the topic.

Practice your presentation before you give it. Record yourself and watch it back to see what you can improve. Ask for feedback from friends or colleagues and use it to refine your presentation.

Make sure to practice your presentation and keep it concise. Get your priorities right. Take time to discover your three key messages.

Trust yourself and enjoy the interaction with your audience.



PS: keep an eye on: www.makedreamswork.com with regular intervals you shall see a training PressGen come by. Even better, subscribe.