

## Transcription - On The Spot Presentations

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Welcome back, I'm Kim Baillie, she's Fulyana Orsborn and this is Inside Exec. Today we're going to discuss a topic that is one of my little favourites. It's about presentations and this is about on the spot presentations and I'll let Fulyana give you some background.

What prompted me to think about that, a person went for an interview and it was sort of an entry level position and 10 minutes before, they came to be 10 minutes early, person was there, the interviewers came out and said, oh yeah you're on in 10 minutes, thanks for coming in early and we'd like you to give a presentation when you're come in about X and left some material for the person to go through.

I want to deal with that scenario. I just think if you take the word presentation out of it, everything is calmer. I think the minute we say presentation, it conjures whatever we use to in a presentation, is it a PowerPoint or stand up the front, is it a microphone, is it a hundred audience, is it two audience? You start thinking about those things subconsciously and for me to stop worrying about that, I just think, what they just asked me to talk about is X, if I want to talk about X, then what is the objective, what is the message I'm trying to communicate and how can I reach them, to get what I'm trying to tell them? If you focus on that, that applies for bumping into someone on the bus, turning up for a social event, meeting your friends, seeing friends you haven't seen you for a month, what you've been up to, that's a presentation.

As soon as somebody says you've got to present, that is at the very general and basic level, but when we're talking about a presentation because we want to know, you're putting up a business case for something, well then you need different material and much more detail. So the detail you would have to prepare, if you were given two seconds to prepare, I would want to look at the facts, I would want to get the latest numbers on this, what's worked, what hasn't worked, etc. You don't have them but you talk about what you need, to be able to give a presentation and a recommendation.

It's interesting in the interview situation, I actually think that it would be good to do that because that last ten minutes before you actually get called into the room is the worst period of time, it seems to drag and it seems to fly at the same time. Here they're giving you something else to focus on, so you can actually turn your attention to the task at hand, and I agree with you about the word presentation. In another podcast we're going to talk about communication and about words and what they mean to people individually, but it's a bit hard to call it anything else when you're doing it in that situation. I think that all of us should be prepared to have to speak about something on the spot, and that is just a matter of recognising that those opportunities are going to present themselves to you, regardless of what you do or where you are, and you need to have a little arsenal of ready-made speeches, for want of a better term, that you can adapt to situations. So we've already talked a little bit in other podcasts about the audio logo, which is your business card that comes out of your mouth. The other things that you can have ready, you know, in the jobs that you've got, and the meetings that you go to, that sometimes the people there might want to know about X, and so you prepare yourself by saying, 'Malala, give it three minutes, I'll have something that I can talk to for three minutes that covers these topics.' Now it's unlikely

that, in the normal course of your daily working that, you will be called upon by someone to say, 'Just come over here and tell us about this.' In the event that they do, you've got a framework. It's the framework that's important, not necessarily the details. So work out what the framework is.

The framework just generally is, regardless of the length of a presentation or a speech that you're making, is tell them what you're going to tell them, tell them, and then tell them what you told them. And so you use those three headings and you think about the first bit, tell them what you're going to tell them, so you clarify that what they're asking, the information about is this, you clarify that, so you're telling them what you're going to tell them, then you tell them what you know, and then you do the summary, tell them what you told them. If you've got the trigger words to cover those situations, then regardless of the information or the situation that's presented to you, you can slot in the details that need to go into that framework.

Now if you're talking about doing a presentation with the emphasis on no notice or very little notice, don't forget how much you already know and again you've got to distill it. And if you think about for this purpose, for that, what are they trying to do? The interview is one example, but it could be someone they really want to get to the technical path. So don't go tell them about the background, tell them the technical path, if that's the main key or the benefits or the disadvantages. Just say, look there's advantages and disadvantages in doing this, however, with time passing I know you want me to concentrate on the disadvantages. The person might say, no we've got time to cover both, but this way at least you're using your time well, but that checking can be clarifying, then you know you're on the right track, because you just said they want the positives first and you've only got time for that, then you're covered in.

I think it is a good little exercise to get into, to find a time of the day where you can practice. If you get the bus or the train in the mornings on the way to work, just look around you and pick an ad that you can see or a person and just do in your head a little presentation about that particular situation, just so that you get the thought processes and you train yourself just thinking that way. Here's a topic, I've got to do these things. If you do that every morning, if somebody takes five minutes, you don't have to say that aloud. Yeah, it's probably better if you don't say that aloud, particularly if it's about someone else that's commuting at the same time. The other thing is, if you're in the car and you're driving and you hear something on the radio or you see something outside or it can just be about something that you're thinking about, just say okay, I'm just going to pick on this particular thing and let me talk about that. Let me present it to you as though you were presenting it to someone who didn't know about the topic or knew a little bit about the topic and develop your thought processes, so that those neural paths, when they're put in a situation where you have to do this, you can go into automatic and you become unconsciously competent at doing that particular task.

You actually triggered a thought for me, something that happened recently where a person was very negative about themselves, they're a positive person but they're always not happy with their own performance. The technique they use, they shared with me, was fantastic. They did exactly what you said but taped it and it wasn't on the bus. So it was private and they did that and when they listened to it, it confirmed that they are terrible, to them. As they were talking to someone and talking to a friend and a friend said, "Well, can I listen to it?" And

they said, "No, you're not objective." And they said, "Could you pick someone who you think will be objective, not your friend?" "Ask them to listen to that, just say, I'm working on a project, this is just a test." So they let them listen and hear that feedback. Apparently, according to that person, that was the most powerful thing they've ever done because whilst that person came back, they didn't know who it was that taped it, so they had no interest in making it look good, bad or whatever. They gave proper feedback. It was only one in five items that was common between the person's own judgment of negativity to the other person, who was more positive. That was something, sometimes your mind is not in a positive way because you just think, I'm a terrible presenter. Forget that. It's not about that, it's about now, in the moment.

So much of my time is spent with people who say, "I can't do this, I can't present it, I haven't got the right voice or I get too nervous. I have to tell you that after 30 years I've heard every excuse under the sun and I'll say it, they're excuses for why people can't make a speech or make a presentation, but at the end of the day, when they leave my tender care, they understand that the focus is on the message, it's not about you, it's never about you, it's about the message and you focus on the message and you can do it. The most powerful exercise that we do is that I will talk to them about, tell me about something you're really passionate about and they could do that for two minutes and then within 90 seconds I'll say now I give the opposite side and they are far more passionate about the opposition than they are about the thing that they're passionate about. That's a real learning tool for them to understand about the message, that when they're being passionate about the thing that they believe in, they're still thinking about themselves, but when they're arguing the opposite case they're thinking about the message and the nerves go and the concern goes and they focus on that message. The biggest thing you can learn, if it's the only thing you learn from me, is focus on the message when you do your public speaking, focus on the message and you won't be as nervous. You'll still be nervous, everyone gets nervous. I don't know a person, public life, private life anywhere, who doesn't get nervous. I get nervous, but it's quite healthy, it's about your passion for the topic, your belief in the topic, your need to want to do it right, but all of that is of less importance than the message itself.

I don't think you're wanting me to do this, but I'm going to do it anyway because it's genuine. I think if you'd like to learn more about that topic, you can visit [talkinginpublic.com](http://talkinginpublic.com), which is a business that Kim runs in addition to this podcast and I certainly endorse it from personal experience and learning. So if you interested, go online, check it out, [talkinginpublic.com](http://talkinginpublic.com). Did you notice the word talking, not presenting? I like that.

Thank you for that. I think that we've probably covered enough of what we need to talk about in terms of this particular topic. It is an interesting one, I would like to hear from you if you have been put in this position where during the interview process, during selection process, during a time where you weren't expecting to, that you have been asked to present some information or to talk about something in particular and how you handled it and the surrounding situation, is probably interesting to hear. What led up to it, what was the reasoning behind it, did you think it was worthwhile, did you think it was appropriate? Those sorts of things, we'd be actually interested in hearing and we'll bring that to another podcast to talk about again, but for now, I'm Kim Baillie, she's Fulyana Orsborn and this is Inside Exec.

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