

## Topic: *Tips for Enhancing Your Crew Talks*

This topic is especially for the supervisors who are always “on the spot” for crew talks and other presentations. Here are a few useful tips to make your presentation more memorable.... and hopefully put you more at ease!



### **BEGIN WITH THE**

**UNEXPECTED:** A funny story, a quotation, an interesting statistic.

Be **ENTHUSIASTIC** about your subject. Remember to let your crews know “what’s in it for them”.

Use (appropriate) **HUMOUR** in every presentation.



Use **STORIES** and concrete examples that are relevant to your audience to illustrate your points.

Use **DRAMATIC** techniques – pauses – looking at the group – walking to different parts of the room – to vary the dramatic energy.

Use **VISUAL AIDS** effectively. “3 X 3” is a good rule for powerpoint presentations: 3 words, 3 lines per slide (you can go to a maximum of 6X6) The same holds true if you’re still using overhead projectors!



Always check that your audience can see, and avoid speaking while writing on the board or flipchart.

When distributing hand-outs, **WAIT** until you have everyone’s attention before speaking.

Establish and maintain **EYE CONTACT** with your audience. Remember to give each and every participant – or part of the room – your attention.



**ELIMINATE** distracting items – on your person, in your pockets, in your hands (avoid holding pens, clanging change, etc).

### Use **EFFECTIVE BODY LANGUAGE:**

- Anchor yourself solidly on your feet
- Take up space with your body
- Allow arms to relax by your sides; avoid “Closed” postures – upper arms glued to sides of body, crossed arms
- Show non-threatening hand movements – open palms or the steeple gesture when appropriate
- Tilt head when listening to responses; keep your head straight to indicate authority
- Move purposefully towards the audience to show interest in their responses
- Make sure there is congruence between what you are saying with words and with your body

