

“One Super skill for 2024”



Weekly Learnings 51 / 2023

This is the last learning note of 2023.

A lot of people ask me to pick one professional focus area for 2024. I would pick Presentation Skills for every professional manager. I have worked with more than 5000 colleagues on making good presentations, and less than 5pc truly embrace the changes needed because it is about re-learning what many feel is their strength.

1. Presentation skill is like fielding; you can get better at it with practice. Every minute of PPT needs at least 10 minutes of preparation.
2. The start of any good presentation is about honouring your audience. It's not about what you know, it is about what the audience wants to know.
3. Do not repeat a PPT, do not mix and match slides from different PPTs. Have the discipline to do a fresh PPT for the audience since the audience is different or their mindset is different.
4. If you are a senior manager, do not outsource your PPT to your juniors, have the rigour and humility to do it yourself. The audience knows it and feels it when you outsource it.
5. Below is a simple cheat sheet. Step back and please redo your PPT if you find yourself even doing three of the ten red-listed ones.

Every presentation is an advertisement of your thinking, and each presentation adds to the next level of your personal brand.

All the best - am sure you will make some great presentations in 2024.

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Get better at Presentations in 2024

What goes into a Good PPT?	What goes into a bad PPT
1 Write down the Top 3 messages you want to convey	Inputting PPT into laptop directly
2 Gather information and insights to amplify the Top 3 messages	Too much data, low on insights
3 Budget 2 to 3 minutes per slide, so a 20 minute talk needs 7 slides	Carrying 50 slides for a 20 minute ppt
4 Have a Structure and summary slide	No structure to PPT
5 A maximum of 24 words per slide, lines x words = 6 by 4 or 4 by 6	Slide with more than 50 words in it
6 Use active verbs on the slide	Repetitive words on a slide
7 Organize slides into Needed, Adds value and Nice to have	No difference in slide emphasis
8 Focus on the 3 or 4 key numbers on a data slide/table	Trying to discuss every data point on a slide
9 Write down your speaker notes	Winging it, thinking you know what to say
10 Speak slowly, max of 100 words per minute	Speaking too fast