
Engage, Energize and Emphasize:
Involve Your Audience to Lead a Memorable Conference Session

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Professional Development Program
for

NALP Annual Education Conference 2010

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SIX KEYS TO ACCELERATED LEARNING

Empower students to learn faster, more effectively and joyfully!

Enroll:

- Hook the participants. Pique their curiosity. Establishes rapport.

Experience:

- Give participants an experience or activity that demonstrates the lesson.

Label:

- Drop the "data" in at the moment of peak interest and discuss its relevance to participant's lives.

Demonstrate:

- Provide opportunities for participants to translate and apply their new knowledge to other situations.

Review:

- Cement it in the participants' minds. Review strengthens the neural connections, increasing retention.

Celebrate:

- Celebrate your participants' success. Celebration brings closure by honoring effort, diligence and success.

(Adapted from Quantum Learning Frames, New Horizons for Learning <http://www.newhorizons.org>)

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OPEN, CLOSE & PRESENT WITH A BANG!

1. Ask a Question: Involving or Rhetorical	
2. Impact Statement:	
3. A Personal Story or Anecdote:	
4. A Quotation:	
5. Startling Statistic:	
6. An Analogy/ Metaphor/ Example:	
7. Repeat a Slogan that Captures Your Message: (A Thematic Expression)	
8. Humor:	
9. Use a One Word Lead:	
10. Contradict a Recognized Expression: (e.g. All men are created equal)	

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INTRODUCTION TEMPLATE

Scan

Ask 2 Enrolling Questions (with “hand raises” and “thank you’s”)

- **HMOY**
- **HMOY**

Acknowledge and Thank You: Time / \$ / Energy

Your Name / Welcome / Name of Talk

Earn the Right

WII-FM

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"DATA" PRESENTATION TEMPLATE

Have fun!

DATA:

(i.e. Principle #1, Principle #2, etc.)

ALSO INCLUDE:

Written Exercise

Partner Share

Group Share

State Changes

Ask for "any questions" and answer

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**“DATA” PRESENTATION TEMPLATE:
Exercises: Write / Partner Share / Group Share**

PRESENT DATA: e.g. Principle #1

WRITTEN EXERCISE

- E.g. “What are 3 actions you can take based on the principle we just discussed?”
- Give them ____ minutes

PARTNER SHARE:

- “Please find a partner.”
- “If you don’t have a partner, raise your hand, look around and find someone else that has their hand raised. Meet up with them.”
- “Choose an ‘A’ partner and a ‘B’ partner.”
- “Share what you wrote.”
- Time: “You’ll have ____ minutes each.”
- “ ‘A’ begins.”
- “Go”
- “And switch... please, switch.”
- “Please thank your partner.”

GROUP SHARE:

- “Who would be willing to share what they wrote?” (*arms out*)
(*remember to move side to side*)
- “Thank you, give them a hand.”
- “Who else would like to share?” (*arms out*)
- “Thank you, give them a hand.”
- “How many of you can relate to that?” (*arms out*)

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POWERFUL, MEMORABLE PRESENTATIONS

- 1. Promote learning vs. teaching**
- 2. Edutainment vs. Education**
- 3. It's not 'the data'**
- 4. Make it fun**
- 5. Use games and experiential exercises**
- 6. Frequent breaks**
- 7. Create rituals**
- 8. Use music**
- 9. Change lighting**
- 10. "Wake-ups" & State Changes**
- 11. Involve Entire Room**
- 12. Stabilize / Get Agreement**
- 13. Use Visuals**
- 14. Use Sounds- whistles, buzzers, bells, claps**
- 15. Use Questions**
- 16. Use Suggestology**

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POWERFUL, MEMORABLE PRESENTATIONS

17. **“As-ising”:** Acknowledge what is going on
18. **Be twice as big as you think is appropriate**
19. **Keep changing your tone and volume**
20. **Use the “pause”**
21. **Tell stories**
22. **Add emotion**
23. **Ask permission to coach or make personal suggestions**
24. **Direct with power and compassion**

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PRESENTATION DELIVERY

Dos and DON'TS

	Do	Don't
Eyes		
▪ With People	FTT	Scan/ Roam Elevator Eyes Subway Eyes
▪ With Notes	DUO	Read your notes
▪ With PowerPoint	RST	Talk to "Mr. Slide"
Hand Gestures		
	Use 'em or Lose 'em	Fish Flippers, T-Rex
	Rest at sides	Toy Soldier
	Gesture above waist	Fig Leaf
	Wide of body	Banker (pockets)
	Hold for 1-2 seconds	Jeweler /Mortician
	Vary gestures-L/R/ 2/1	Spider on a mirror
		Runny nose
		Fidgeting Tailor
Voice		
	Project and Animate	Up-words at end of sentence
	Vary volume & tone	Monotone, Too loud / soft
	Vary speed	Too fast / slow
	Pause	
	Emphasize key words	
Posture / Stance		
	Stand Straight	Shift / Sway
	Hips-width apart	Rock
	Balanced weight	Do the "Cha-Cha"
	Move--with a purpose	Random Movement
	Walk in an arc	Walk left to right

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SIX KEYS TO A GREAT STORY

- 1. Characters**
- 2. Sensory details**
- 3. Timeline**
- 4. Tension**
- 5. Climax / Resolution of Tension**
- 6. The Lesson**

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TOP 10 TECHNIQUES TO ENGAGE YOUR AUDIENCE

“People who disseminate information and empower others are . . . Leaders!”

YOUR GOAL: Engage their _____ & _____.

- 1. Enrolling “HMOY” Questions**
- 2. Facilitated Brainstorming**
- 3. Get Volunteers (To roleplay, read, be ‘scribes,’ etc.)**
- 4. Demonstrations**
- 5. Pairs and Triads Practice Sessions**
- 6. Partner Share / Group Share**
- 7. “Paint the Picture” with Stories / Analogies / Examples**
- 8. Mini Q&As**
- 9. Use Flip Charts to Capture Participants’ Input**
- 10. Create an Action Plan**

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A PICTURE'S WORTH A 1,000 WORDS: Presenting with Visual Aids



- **Give an overview**
- **RST: Read ...Silently turn ...Talk**

SUGGESTIONS:

1. Never talk to the visual. Talk to a person!
2. Stand to the left of the visual. Why? English is read from left to right and therefore their eyes automatically go to the left.
3. As soon as the visual goes up,
 - Silently turn to the visual.
 - Reach your left palm up as a pointer.
 - Give an overview of the visual.
2. Remember the Baer Essentials of eyes, voice, hands and posture. Avoid um & ums™.
3. Don't hold the remote control. Place it on the podium or table.
4. Don't grip the podium or rest your hands on it. Keep your arms free to gesture.
5. Use laser pointer sparingly.
 - Move from the elbow and shoulder (not the wrist) to avoid shakiness.
 - Get in - Get out. Point the light briefly on key spots.

You Present. The Visual is Your Aid.

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Speaking Checklist

Speaker's Name: _____ Date: _____
Presentation: _____

Area	Effective	Ineffective	Observations
Eye Communication:			
Voice:			
<i>Volume</i>			
<i>Animation</i>			
<i>Speed</i>			
<i>Emphasize Key Words</i>			
<i>Silence</i>			
<i>Um & Um's™</i>			
<i>Tone</i>			
Hand Gestures:			
Posture/Stance:			
Content:			
<i>Opening</i>			
<i>Middle</i>			
<i>Close</i>			
<i>Organized, Clear Points</i>			
Dress & Image			
Overall Impression			

Comments: _____

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COMMENT FORM

Name of Speaker: _____

Rate 1 to 10 (10 Being Terrific)

___ **Introduction:** Gained your interest, earned the right

___ **Information:** Organized, interesting, clear points

___ **Accelerated Technology:** Visuals, demos, questions, exercises, wakeups

___ **Voice:** Speed, tone, volume, power

___ **Movement and Gestures:** Positioning, use of hands, body language

___ **Presenter's Enjoyment:** Were they having a good time?

___ **Timing:** Good Pace. Utilized full time. Completed on time.

IN GENERAL

___ Felt captivated.

___ Felt inspired.

___ Gained valuable knowledge.

___ Enjoyed.

___ Felt moved to action.

OVERALL COMMENTS:

