MEETING MINUTES

27 October 2020 / 7:30 PM / WebEx

ATTENDEES
E-Board & Members

AGENDA

Last Meeting Follow-up
  ● X

New Business
  ● Slalom

NOTES

● Slalom
  ○ Consulting firm
    ■ Technology and business advisory services
  ○ Global company

● Workshop - “Presentations that Rock”
  ○ First step
    ■ Figure out what are you going to present
  ○ Second step
    ■ Start designing
  ○ Third step
    ■ Deliver the message
  ○ Building
    ■ Know your audience
      ● Don’t generalize
      ● Cater to them thoroughly
    ■ Determine goal & key message
      ● Don’t overcomplicate
      ● Be clear
    ■ Brainstorm
      ● Outline your story
      ● Evaluate all tools
      ● Cluster similar ideas
Organize content & flow
- Don’t have too much stuff
- Ensure all content clearly ties
- Cluster first then organize slides/ ideas from beginning to end

Flow:
- Beginning
  - Introduction/ background
    - Present yourself
    - State objective
  - Problem
    - Understand needs
  - Solution
    - The “meat”
    - Data and facts to solve the problem
  - Takeaway / conclusion
    - Actions to take

- End

When designing visuals, consider:
- Contrast
- Flow
- Hierarchy
- Unity
- Whitespace
  - Place for the eyes to rest

STAR method
- Something
- They’ll
- Always
- Remember

When presenting, consider:
- Vocal tone and variety
  - Volume
  - Pitch
  - Speed
  - Clarity
  - Tone
  - Filler words
    - Avoid them
- If nervous, a good tip is to have something in your pocket to play with or squeeze
- Don’t be afraid of silence
- Mannerisms
  - Demeanor
  - Movement
  - Hands
  - Eye contact
  - Expression
  - Control these because they may be distracting

Find you personal style
- Go at your own pace
- Look confident
KISS (keep it succinct and simple)

- Virtual presentations
  - Make sure background is tidy
  - Make sure you are dressed properly
  - Be centered on screen
  - Light should be in front of you, not behind you

ACTION ITEMS

- Reach out here:
  - Danielle Lobisser
    - danielle.lobisser@slalom.com
  - Beth Gionet
    - Learning & development consultant
  - Katrina Reali-Corso
    - Learning & development solution architect

NEXT WEEK’S AGENDA

- Exago