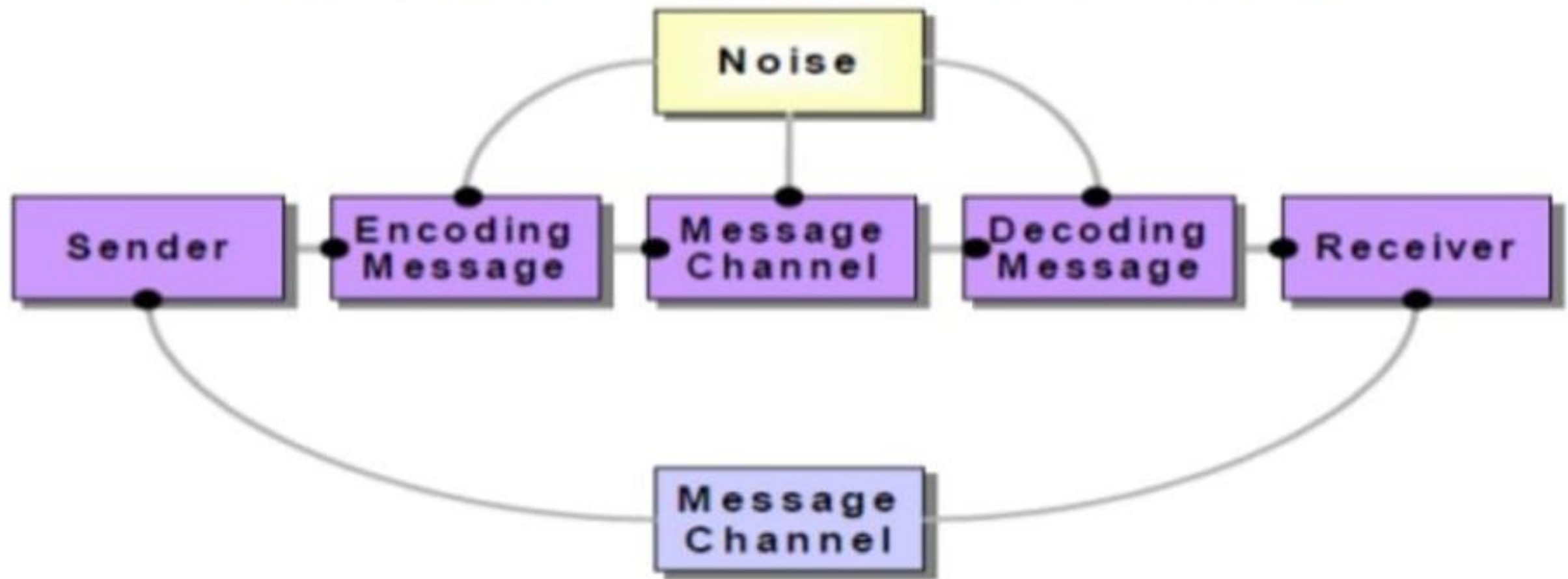


Mastering Presentation Skills for Grant Professionals

Session by Dr. Linda Wastyn
President, Wastyn & Associates
GrantSummit 2025

The Communication Process



Key Takeaways

- Meaning gets lost in translation (speaker's encoding, noise, decoding)
- Communication should be receiver-oriented
 - If they don't understand it, does it matter?
 - Content and relationship aspects
- Cannot not communicate, or un-communicate

Tips for Effective Presentations

- Know your Material
- Know your Audience
- Know the Situation
 - Formal vs. informal, power of space, distractions, value of time (message timeliness, receiver's time)
- Show your Personality

Nonverbal Tips

- Eye Contact
- Body Language and Proximity
- Facial Expressions
 - Watch for micro-expressions
- Paralinguistics
 - Volume, speed, filler words, tone, note accents
- Dress

Visual Aids and Notes

- Graphs, photos, illustrations
- Keep slides clean, short, consistent
- Keep notes simple, easy to read
 - Use key words, not sentences
 - Single page, large type
- Practice and knowing content > memorization