



# PRESENTASI SUKSES

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## Acuan

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- Google & Yahoo

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## MENU



- **INFORMASI AWAL**



- **PERSIAPAN**



- **PRESENTASI**



- **INFORMASI LAIN\_LAIN**



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## INFORMASI AWAL



- **Siapa? Berapa?**
- **Dimana?**
- **Berapa lama?**
- **Dalam rangka apa?**
- **Siapa saja pembicara?**
- **Bicara apa? Menetapkan sasaran dan tujuan**



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# PERSIAPAN



## MEMPERSIAPKAN MATERI

- Kuasi materi  
(Take/invest your time to prepare!!)

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# PERSIAPAN



## MEMPERSIAPKAN MATERI



&  
PELAKSANAAN  
PRESENTASI

**1 PAKET  
PEKERJAAN**

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## PERSIAPAN



Pertama dan utama

- Mempersiapkan materi
- Mempersiapkan visual aids
- Mempersiapkan cerita – bagaimana menyampaikannya?

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## PERSIAPAN



## Seven deadly sins of PowerPoint

([http://www.d70toastmasters.org/pdfs/PowerPoint\\_Sins.pdf](http://www.d70toastmasters.org/pdfs/PowerPoint_Sins.pdf))

- **BUSY** layout.
- **TINY** text.
- **JAZZY** background
- **GAUDY** colours.
- **TACKY** fonts.
- **WACKY** effects.
- **FUZZY** data.

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# PERSIAPAN



## Basic Principles



- Keep it simple
- Know your presentation!
- Rehearsing/**Practicing**
  - More than just going over what you will be saying.
  - Use the same tools too.
  - Use the these devices.



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# PERSIAPAN



## Basic Principles



**V**isible  
**I**nteresting  
**S**tructured  
**U**seful  
**A**ccurate  
**L**egible



Keep It **S**imple



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# PERSIAPAN



## Basic Principles



- Know your presentation!
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# PERSIAPAN



## Basic Principles



- Rehearsing/**Practicing** (Don'ts)
  - Lack of focus
  - Too dependent on working from notes
  - Long pauses to compose your thoughts



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# PERSIAPAN



## Basic Principles



- Rehearsing/**Practicing** (Don'ts)



- Lack of focus
- Too dependent on working from notes
- Long pauses to compose your thoughts



Never acceptable



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# PERSIAPAN



## Basic Principles



- Rehearsing/**Practicing** (Don'ts)



### Don't memorize



- Rehearsing is one thing, committing the presentation to memory is not the way to go.
- You need to present, not to recite.



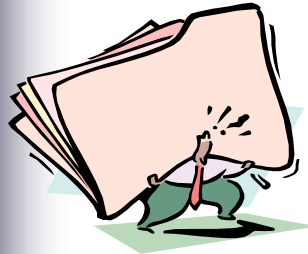
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# PERSIAPAN

## Basic Principles

- Rehearsing/**Practicing** (Don'ts)



**DO NOT READ  
NOTES/SLIDES**

WHY?

Too much time spent reading notes may convince your audience that you are unprepared.

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# PERSIAPAN

## Basic Principles



**Dress for success.**

- Some say you can never overdress for a presentation. Others will disagree.
- You should never underdress. How to determine what is appropriate? Worst case: Ask people.

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# PRESENTASI



## Introductions → Conclusions



### Reasons to use an introduction :



- Gets the audience's attention
- Introduces the topic
- Shows the topic's importance
- Presents the major ideas



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# PRESENTASI



## Introductions → Conclusions



### What a conclusion should do:



- Inform the audience that you are about to close
- Summarize the major ideas
- Leave the audience with an idea to remember



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# PRESENTASI



## Introductions → Conclusions



- Last is First – The Summary/Conclusion Slide
- Most people attending a presentation will "remember" no more than five key points.
- What are the key points?



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# PRESENTASI



## Introductions → Conclusions



### Presentasi yang sukses?

- Empat tahap "P"
  - Plan, Prepare, Practice, and Present
- Ikuti pedoman berikut, sehingga Anda dan pesan presentasi Anda, InsyaAllah, akan mempunyai pengaruh yang nyata pada audiens.



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## TIPS ... Lain2



**3** tip untuk mempersiapkan makalah dan presentasi yang sukses

1. Plan, Prepare, Practice, and Present.
2. Plan, Prepare, Practice, and Present.
3. Plan, Prepare, Practice, and Present.

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## TIPS ... Lain2



**3** tip untuk mempersiapkan makalah dan presentasi yang sukses

1. Plan, Pre**Practice** and Present.
2. Plan, Pre**Practice** and Present.
3. Plan, Pre**Practice** and Present.

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## TIPS ... Lain2

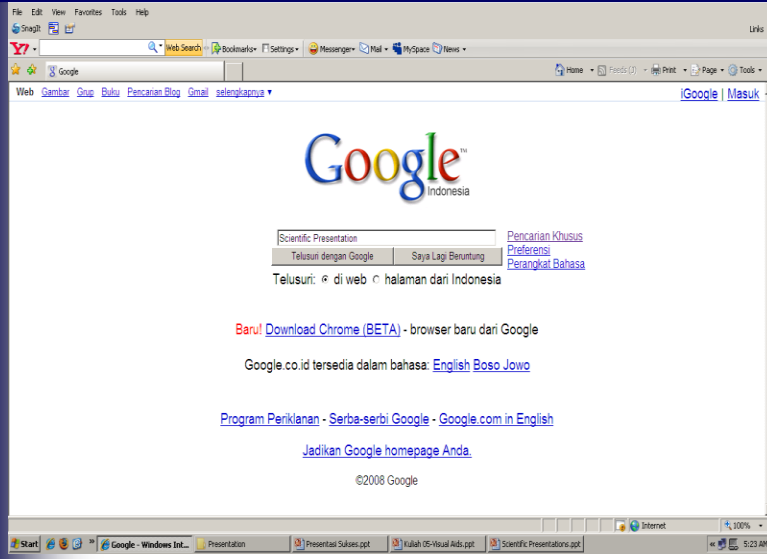
"The fastest way to succeed is to double your failure rate."

-- Thomas J. Watson, Founder of IBM

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## TIPS ... Lain2 .. Google



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# TIPS ... Lain2 .. Google

Scientific Presentation - Telusuri dengan Google - Windows Internet Explorer provided by Yahoo!

http://www.google.co.id/search?hl=id&q=Scientific+Presentation&btnG=Telusuri&btnI=Google+Images

Web: **Urutan 1 - 10** dari sekitar **6,700,000** hasil penelusuran untuk **Scientific Presentation**. (0.32 detik)

Tips: Hemat waktu Anda dengan menekan tombol Enter daripada mengklik tombol "Telusuri".

[\[PDF\] Tips For Giving a Scientific Presentation](#)  
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**Scientific Presentation.** Good oral presentation skills are vital to a career ... ability to clearly convey scientific information in an oral presentation is ...  
[www.fw.msu.edu/orgs/gso/documents/GSOWorkshopDocsSp2006/](http://www.fw.msu.edu/orgs/gso/documents/GSOWorkshopDocsSp2006/)  
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**Questions to be answered by a scientific presentation ...** While the use of PowerPoint in scientific presentation is endemic, the use of PowerPoint ...  
[www.cs.ubc.ca/~harrison/PowerPoint/Scientific-Presentation-Planning.pdf](http://www.cs.ubc.ca/~harrison/PowerPoint/Scientific-Presentation-Planning.pdf) - Halaman sejenis

[\[PDF\] The Art of Scientific Presentation](#)  
 Jenis Berkas: PDF/Adobe Acrobat - [Versi HTML](#)

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# TIPS ... Lain2 .. Yahoo

Yahoo! recommends the new Firefox 3

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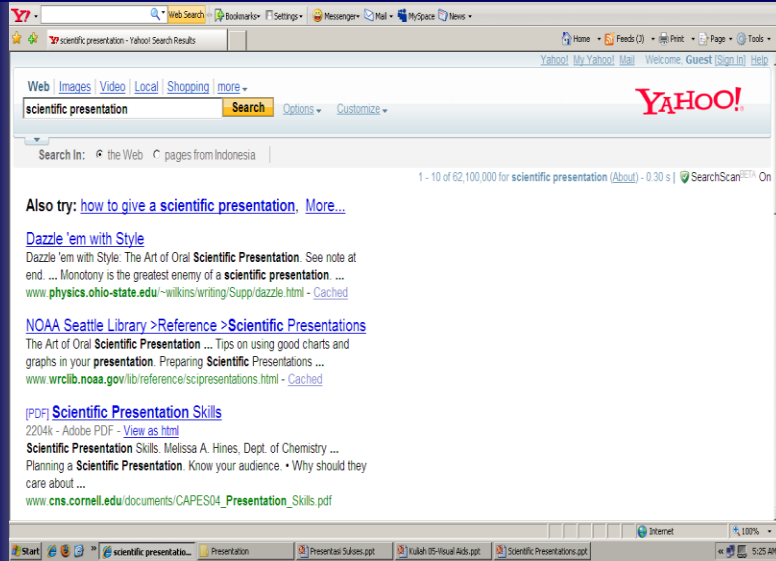
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# Terimakasih

Sukses.. *In sha Allah*

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