Kaizen Presentation Basics

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IPFW
Introduction

- Report presentation is an essential skill for all professionals.
- A presentation should inform, clearly and succinctly.
- It’s goal is to sell a theme:
  - Financing approval
  - Document a best practice
  - Horizontal deployment
What Makes a Successful Presentation?

• The way it is delivered:
  - Appropriate length of time
  - Loud enough voice
  - Relaxed look
  - Evidence of having practiced

• The way it is organized:
  - Clear structure, easy to follow
  - Information is consistent with the theme
  - Numeric data is easy to understand
  - Appropriate visual aids

• The way the presenter feels about the topic:
  - Excitement and passion on the topic
  - Confidence and positive attitude
The Goal of the Presentation

• To present information, not an argument
• To make your theme easily understood
• To support your conclusions
• To gain support for your work

You need the audience to buy what you are selling...
Presentation Dos

- Use plenty of blank space
- Use graphics for clarification
- Uses numbered sections
- Use consistent and appropriate formatting
- Ensure each part of your report is clear and supports the theme.

Practice, Practice, Practice!
Know your material and be comfortable in presenting it.
Presentation Don’ts

• Don’t include careless, inaccurate, or conflicting data
• Don’t include outdated or irrelevant data
• Don’t run facts and opinions together
• Don’t make conclusions and recommendations not supported by your presentation
• Don’t make careless mistakes - proof read and practice
• Don’t emphasis appearance at the expense of content.
Handling Questions

• Most questions taken from the audience
  - Are intended to clarify points
  - Should not be taken personally

• Have someone ask questions during practice to anticipate questions during the presentation.

• Remain calm, whatever the tone or intention of the question, and repeat the question before answering.

• You may get nervous during questioning
  - Don’t make a hasty response
  - Take a breath and think about your answer before you speak.

• Remember everyone there is on your side and they want you to be successful.
Sample Kaizen Report Structure

- Title Page
- Step 1 Team Development
- Step 2 General Information
- Step 3 Theme selection
- Step 4 Activity Plan
- Step 5 Data Collection For Current Situation
- Step 6 Root Cause Analysis / Verification / Identification
- Step 7 Goal Setting
- Step 8 Countermeasure Selection & Prioritization
- Step 9 Countermeasure Plan (Plan)
- Step 10 Countermeasure Testing (Do)
- Step 11 Countermeasure Verification (Check)
- Step 12 Countermeasure Standardization (Act)
- Step 13 Comparison Summary
- Step 14 Impact Analysis
- Acknowledgement of audience
Sample Presentation Guidelines

- **Template**: Kaizen Report Master
  - Includes suggestions
  - Slides have clarification points

- **Project Title**: The title should tie directly to the theme.

- **Report Background**: Plain dark color such as black or blue

- **Font**: Comic Sans, minimum 20 point

- **Font Color**: Preferred is white bold
  - Make sure colors other than white can be read.
  - Improve text visibility with a white text box
Sample Presentation Guidelines (cont’d)

• Graphics: Use pictures, charts, and data as illustrations, especially before & after.

• Each slide should have a message, summarized in a text block
  - Use animations to highlight your summary block
  - Keep the words on the slides to a minimum
    • Summarize whenever possible
    • Emphasis the analysis.

• The presentation should flow
  - Keep the designated sequence
  - Make sure one slide leads into the next.

A Picture Is Worth A Thousand Words
Sample Presentation Guidelines (cont’d)

• Presentation Team
  - Use 3 presenters or less
  - If the presentation requires more people include them.
  - Assign each person a segment of the presentation

• Time
  - Presentation 15 minutes
  - Questions 15 minutes

• Presenter Tips
  - Communicate your experiences in your own words.
  - Try to focus on the using the tools not on the project results.
  - Don’t restate what is on the slides add to what is shown.
Any Questions?

Project Title

Date:

Presenters:

Location:

Review the Presentation Master on the website