



# POWERPOINT® PRESENTATION LEADER'S GUIDE PREVIEW

(Full leader's guide includes 59 pages)

## Leader's Guide includes...

- Tips for **preparing** for and **announcing** the presentation
- **Presenter notes** (scripting/wording) for each slide & tips on how to use them
- **Discussion questions** and prompts for use after your presentation
- Ideas for using Smile & Move gear to **support the message**
- Thoughts on **reminding and encouraging** after your presentation
- A complete **observation and review** framework

## SAMPLE: Getting started...



### Thanks for Smoving!

We hope you'll read this guide thoroughly. There's no fluff.

If you skim it, you might miss out on several valuable points that can be used not only with this material but also with many other things you might do. You might think of it as a book of its own that can help you better present, deliver, and reinforce information.

Our hope is that Smile & Move® will **help you inspire** and encourage your people to be more positive and service-oriented (and action-oriented) in their efforts and with the people around them.

Use the material on its own for a quick stand-alone presentation or let it work alongside any event, program, or initiative you may already have in place (e.g. "As we go after this goal, let's remember to Smile & Move."). It also works wonderfully as a kick-off message or as a way to wrap up anything.

The purpose of the Smile & Move® PowerPoint® presentation is to help you help your people make an authentic connection within themselves and fully understand that it's in **their personal interest** to Smile & Move - to be positive and action-oriented in their efforts. This is what will make good things happen for everyone (including themselves).

**Gomo:** a person who goes through the motions

**D-grunt:** a person who's disgruntled\*

\* More on this in the Lead Simply™ book included with this material.

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### A few quick things

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### Pages 2-7 cover...

- Tips on announcing the presentation

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- What to do before you present the material

If you have any questions or need a special need of some kind (e.g. hearing, vision, or other) or different presentation, or need training for your organization, please email us at [Smile@OneMove.com](mailto:Smile@OneMove.com) or call 804-762-4500.

- How to use the presenter notes

The complete PowerPoint® slide deck (including all this content, learning and action items) is available for download. If it appears to contain any errors, please email us at [Smile@OneMove.com](mailto:Smile@OneMove.com) or call 804-762-4500.

- More quick tips

The material in this guide is organized in a way that gives you ready-made notes. You should have been provided with both a printed version and an electronic version. You can use the notes the way they are or make notes of your own by editing the material in a way that you feel will improve the discussion. If you use the printed version of the guide, you could also fold the pages back along the dotted line that runs vertically in the middle of each page (or cut the pages along that line). If you want smaller note pages, the electronic version of the guide works well for tablets too.

If you have any suggestions for improvement of this material or find any errors, please email us at [Smile@OneMove.com](mailto:Smile@OneMove.com) or call 804-762-4500.

## SAMPLE: Presenter notes (scripting) for slides...

### Slide 15

**SLIDE INTENT:** Information sharing

**Opening statement:** Be approachable.

**Say:** Being approachable is to recognize and embrace our interdependency.

**Say:** It's realizing each of us has an obligation to serve someone and in most cases we probably serve a few different groups of people.

**Say:** A CEO serves stockholders, board members, and a management team. A teacher serves students and school administrators. A physician serves patients and perhaps a hospital administration and partners of a practice.

**Presenter Note:** Here, consider using a set of examples that are specific to your organization. You might also open it to your audience by asking them, "As a group/company/department/school, who are the different groups we serve?"

If you're the manager/leader of the audience, consider letting them know you understand that in a very real way, they are one of the groups you serve (it's not just you being someone they serve).

**Say:** Being approachable is making it so people don't feel like they need to walk on eggshells when they approach us for something. It's removing those eggshells as much as possible in order to help people feel **more** than comfortable asking us for assistance with something. <PAUSE> It's being inviting.

**Presenter Note:** If you can, emphasize the word "more."

**Say:** It's getting over ourselves and being more excited about that opportunity to serve ... being thankful for that opportunity.

**Transition:** In the Smile & Move book, the author puts it this way...

GO TO THE NEXT SLIDE

### Slide 16

**SLIDE INTENT:** Information sharing

**Opening statement:** When someone asks us to do something and we say yes, what does our yes really say?

**Say:** Does it say, "Yes, of course, It would be my pleasure" or does it say, "Yes ... if I have to?"

**Say:** How does it make you feel when someone's yes is that "If I have to" response?

**Say:** I know I want to get closer to all my Yes's coming across as "it would be my pleasure."

**Presenter Note:** If you're close with your group and you know this to be a weakness of yours, consider saying something like, "I'm sure most of you know this is something I could work on myself." Smile (if you can).

**Transition:** And here's something I think all of us will enjoy...

GO TO THE NEXT SLIDE

**Pages 8-48 include the presenter notes for each of the slides in the PowerPoint®**

## SAMPLE: Discussion tips and questions...

### Tips for discussion questions

1. Please don't use every question. They're provided to give you different ways and thoughts to approaching the material depending on your group and objectives.
2. Smile (of course). Be enthusiastic and encouraging (nodding, affirming).
3. Remember to involve as many people as possible in the discussion.
4. Avoid interrupting or finishing people's answers for them.
5. Where possible or where you feel someone may have something more valuable to add, encourage them with a "How do you mean, Bob?" or

"Can you expand on that, Nancy?" or "Sounds like you have more than Bob. What happened next?" Of course, you'll want to use a different name if they're not Bob or Nancy when speaking to your audience.

6. Remember to drop a small gasp of silence after people answer - just a few seconds. You'll be surprised how often you'll hear the feeling of relief from your audience.

### Pages 49-53 include...

- Discussion tips
- Discussion questions and prompts (20 total)

6. Stick to introductions, several fun words have naturally developed around the Smile & Move message. You'll want to consider your audience and whether or not they're something that will connect (e.g. Smiling, Smooch, Move at GoodFlow.com/Smile)

### Pages 53-59 cover...

- Ideas for support material
- Thoughts on reminding and encouraging
- Plus a complete observation and review framework to evaluate how well the message is sticking

### Discussion questions

You can use these questions at the end of the presentation (you'll be prompted in the Presenter Notes to do this) or perhaps in follow-up discussions in the future.

#### On the message overall...

- Who would like to share their thoughts on the Smile & Move **{[message, philosophy, concept, ideas, principles, presentation]}**?
- Who can share what most connected with them from the Smile & Move message? Why?
- Who can sum up for us what the Smile & Move message is really about?
- How do you see the Smile & Move **{[idea, concept, philosophy]}** fitting in here?

# Thanks for previewing the Smile & Move PowerPoint® Leader's Guide

(If you have any questions, please call us at 804-762-4500)



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