

# SURVIVING THE PODIUM

City Clerks New Law & Elections Seminar  
December 12, 2018

**Prepared by:**  
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## GREETINGS

- A little bit about myself . . .
- And now a special hello . . .

## HELLO FROM WENDY AND THE PUPS!



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## SURVIVING THE PODIUM IN THREE EASY STAGES

- Pre-Meeting
- Meeting
- Post-Meeting

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## **PRE-MEETING**

- Staff Report is Agenda Ready and published
- Councilmember(s) have been briefed.

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## **PRE-MEETING**

- Where is your item scheduled on the Agenda?
- Is a PowerPoint presentation necessary?

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## PRE-MEETING

### Preparing a PowerPoint Presentation\*

- Know your technology
- Have a visual theme
- Keep it simple but solid – not a data dump
- Start with the end in mind

\*Internet has lots of resources available for how to design an effective presentation

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## PRE-MEETING

### Preparing a PowerPoint Presentation\*

- Limit bullet points and text
- Limit transitions and animation
- Use high-quality and appropriate graphics and charts
- Include a summary page at the beginning and end
- Proofread

\*Internet has lots of resources available for how to design an effective presentation

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## **PRE-MEETING**

- Send your presentation to Clerk's Office and/or IT
- Practice your presentation in meeting room

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## **MEETING**

- It's meeting day!!!
- Arrive early
- Coordinate with the Clerk to start your presentation
- Be ready when your item is called
- Bring hard copies as a backup
- Remember you are the subject matter expert

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## MEETING

### Things to consider before even stepping up to the podium:

- What item am I on the agenda?
- How long has the meeting been going?
- Have there been verbal cues from members up to this point?

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## MEETING

### At the Podium

- Breathe
- Introduce yourself – name, title, department
- Begin your PowerPoint Presentation
- Speak to the entire Legislative Body, including eye contact
- Remember to breathe

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## MEETING

### At the Podium

- Stand up straight and speak clearly
- Breathe
- Have a staff recommendation
- Be prepared for questions

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## MEETING

### • Presentation Suggested Language

- I am (Name & Title) with the (Department)
- I am here today to recommend . . .
- Staff recommends this because . . .
- The impacts of this recommendation are . . .

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## MEETING

### Presentation Suggested Language

- If approved, we will begin . . .
- In summary, staff recommends . . .
- This concludes my presentation, I am available for any questions . . .

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## MEETING

### What to Avoid

- Don't call members by their first name
- Don't be defensive
- Don't just read from the presentation or staff report

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## MEETING

### What to Avoid

- Don't take it personally if the members appear to be preoccupied or not paying attention
- Don't present new information that has not been made available to the public

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## MEETING

### What to Avoid

- Don't bring excess papers with you to the podium
- Don't surprise members with the recommendation especially the member whose district is affected most

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## MEETING

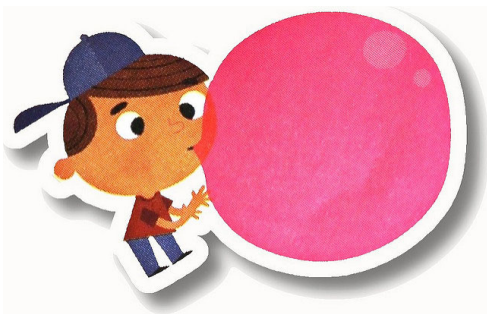
### What to Avoid

- Last but not least . . . and believe it or not it really must be said . . . drum roll . . .

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## MEETING

- Don't Chew Gum!



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## POST-MEETING


- Reflect
  - Did you get the vote?
  - How do you think you did?
  - Watch the video
  - Ask for feedback from a trusted co-worker
- Most importantly, make sure the City Clerk has your presentation for the record

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One More Shout-Out from Wendy and the Pups!

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Q & A

**Contact Information**

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