

Dilapidations Eight Presentations

How to make it look like you know
about Dilapidations, even if you
don't!

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Hints and Tips to help improve your Presentation



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Three Weeks to Go!



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Quote

“It takes him about three weeks to write a good impromptu speech”

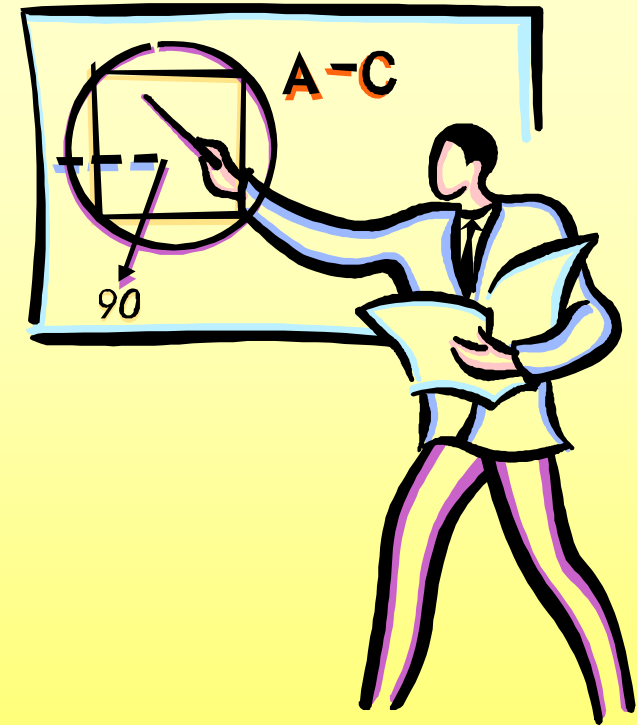
Mark Twain



Summary

Every lecture will follow the same format:

- The first hour or so will be my presentation (but it will need some participation from you!).
- The second hour or so will be a tutorial – active learning.
- The last half an hour will be general feedback.



Today - Now

First Part

Focus on Your Presentation
Benefits,
Plan,
Digestible format

Second Part

- Benefits, Plan, Digestible format
- Start Middle End of your presentation
- Case law example
- Article example

Last Half Hour

- Review – Next two weeks – Group reviews book times

Further reading

- Read a Dilapidations book

www.DilapsHelp.com

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Your presentation

Your presentation is about explaining what you know in a way your audience understands

A good structure is the key for your presentation.



**Let me give you a graphic
example**

**There's a prize for remembering
all these numbers!**

**But only if you remember all
these numbers as well!**



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Make sure your presentation

1. States BENEFITS for the audience
2. PLAN: Explain the Presentation Structure
3. DIGESTABLE FORMAT



**Benefits - These numbers
represent a important date**

**Plan - The are seven numbers
in total**

**Digestible format - In three
groups**

1

12

2008

How will the audience Benefit from listening to your presentation?



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Make sure your presentation

1. States BENEFITS for the audience
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Plan your Presentation

Make sure your presentation has a structure:

- A Start
- A Middle
- A End



Your Dilaps Presentation Structure

- Start - Tell the audience what you're going to tell them
i.e. Seven numbers in three groups
- Middle - Tell them in detail 1 – 12 – 2008
- End - Tell them what you've told them.
1 – 12 – 2008

Start

Tell the audience what you're going to tell them:

We will explain three important issues in the Dilaps process:

1. Section 18
2. Lease term “put and keep in good repair”
3. Benefits of ADR



Middle

Tell them - in detail

Give details, explain how:

- Commercial property type, client
- S of C or S of D served
- And ????
- Explain about the lease 4 Rs & yield up etc etc



End

Tell them what you've told them

Dilaps can be complex the main issues in our case are:

- A. Section 18 Dilaps only relate to repair issues
- B. Lease clauses are best explained by reference to case law in this case ???
- C. ADR or Alternative Dispute resolution can take the following forms - We recommend X,Y & Z



Make sure your presentation

1. States BENEFITS for the audience
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Digestible format Equals a good Presentation



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Look again at your presentation

Is it in a Digestible format?

- Moving from understanding Dilaps to a good presentation



Digestible Format

- Audience
- Initial impact
- What you say
- Importance of words used
- Your personal presentation
- Time
- Props
- Death by PowerPoint
- Practice the presentation
- Style of Presentation



Digestible Format



Or to make this more digestible:

- Audience
- You
- Props
- Presentation

Audience



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Know your Audience

Knowing your audience and presenting to your audience will ensure they listen for longer



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Audience

In the case of your presentations the audience is likely to be:

- ☐ Chartered Surveyors
- ☐ Experienced developers
- ☐ All with good property knowledge



Could Each Group Advise me What the Audience will get out of their Presentation



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You

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How long do you have to make a good impact?



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Introductions

- You need to start with a bang.
- You need to set out where you're going
- You need to say something with emotion
- You need to state facts and give opinions
- You need to restate where the presentation is going



Bang

A story possibly with a twist



A question? (that you can answer!)

An interesting fact!
(things that can save
money and time)



Words

Words are important

For example

“You have a boat company?”

Could paint the wrong picture



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**“You own a luxury yacht
company”**

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Use words wisely



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Use Words Wisely



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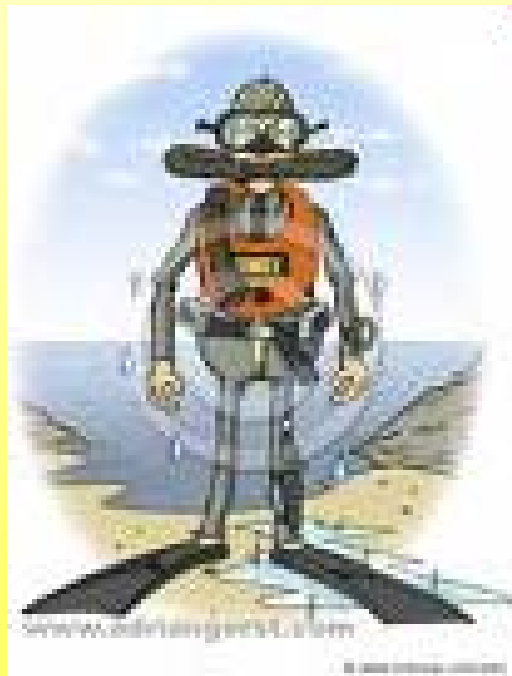
Personal Presentation



You need to look like
you know your subject
and can get them
through the
presentation / journey

Personal presentation
is important

Important to look the part



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Voice, Body and Presentation in Alignment

You can be saying all the right things, but if your body language isn't right then the communication stops.

- ❑ 70% of the way we receive information is via body language
- ❑ 10%-15% is via the tone
- ❑ The remainder is by what is actually being said.

This is why some people can be very good at telesales but no good at door-to-door selling

Emotion and Reason

Your audience will have emotional and reasoned responses

Psychologists advise, that most people have an emotional response that we try to reason / rationalise



NLP



NLP in this form is how people receive information in different ways:

- ❖ Some people receive information visually, so be aware of this and give them visual information to receive. They are normally the sort of people who will comment that they 'see what you mean' or that they can 'picture' that.
- ❖ Some people are tactile and they will generally 'feel' that something is right or 'feel' that they understand something.
- ❖ Some people receive information verbally and they will say things like 'that sounds right' and 'I hear what you're saying'.

Within all audiences there will tend to be a mixture of people, all of whom will receive information in these different ways.

Time

Stick to the time you have allocated and use it to its fullest extent.

Remember that (most) people want to go home or need to go back to work (and time is money).



Props



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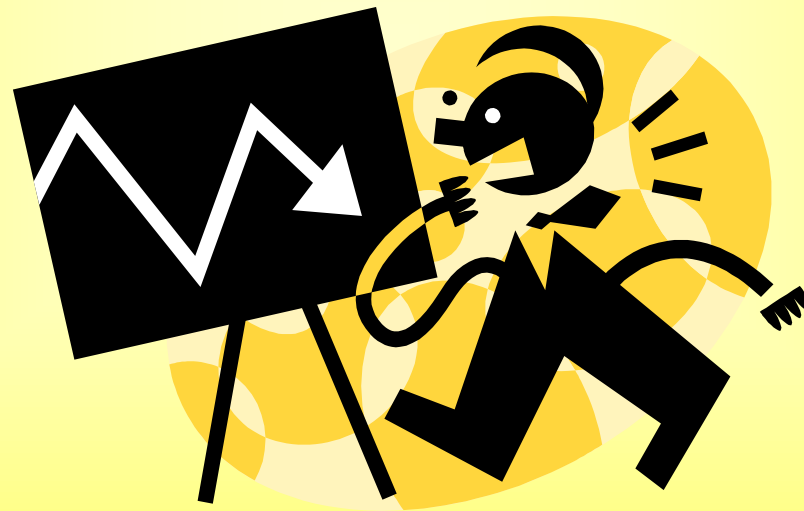
Props

PowerPoint, PowerPoint or
PowerPoint!



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The main reason most presentations fail is due to lack of preparation. Props can help



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Power Point, Power Point, or Power Point

Supplemented by handouts or using flip charts,
You do need to remember your end aim.

For example, in my lectures we use applied learning, i.e. I give you the places to go for the information, but you actually have to go there yourself to find it, as I am aiming to create this as a good habit, rather than you sitting there expecting to be given all the information.

Your Dilaps presentation is different and requires you to understand your key objective which is to ensure that you show you understand dilapidations and therefore any aids you have towards doing this would be good.



- With the audience you're presenting to at one end of the spectrum their key motivator could be to remind them of things they should know, so they're keen and enthusiastic, and at the other end of the spectrum just coming as it's a good way to get out of being in the office!
- Read your audience if you feel that you have 'lost' them or they have 'lost' you or their attention is wandering. Tell a story or an anecdote or a joke (if you're that brave); this pauses the presentation and brings it back in line. Have an impromptu tea break. It is important to change the state of the audience.

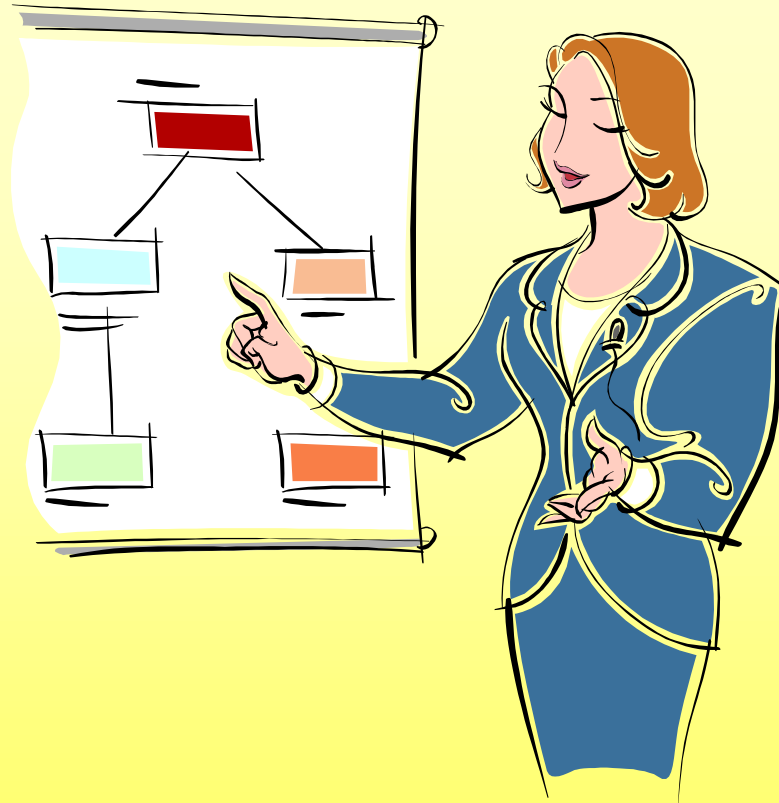
Death by PowerPoint

Don't put lots of writing on the slides like the last few slides just key points



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Presentation



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Who's Practiced their Presentation?



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Style of Presentation

‘Varied’ is a key phrase

‘With Energy’ is another key phrase

‘With Passion’ is another key phrase



If you move you motivate yourself. Research has shown that a casual style tends to be perceived as the speaker having more knowledge, where a more formal style has been perceived as them being concerned about what they are presenting.

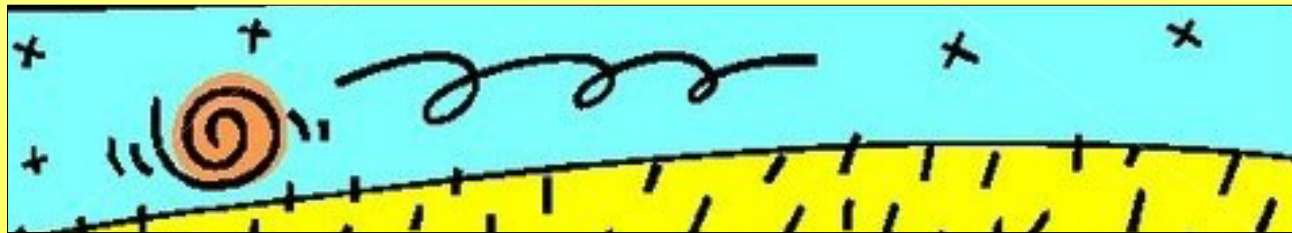
Unfortunately, or fortunately, naturally we make judgements based upon past experiences, depending upon our preconceptions.

Humour



Do you use humour or not?

This is very difficult to answer. You don't want to appear the clown, yet humour is a very good way of bringing the audience with you, but you do need to watch the audience, as there is nothing worse than saying something you think is funny and there being a deafening silence!



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Technical Terms

Use appropriate technical terms for your audience.

If in doubt don't use technical terms.

Technical terms can alienate people very quickly.

If you recall my 'supersession' example, used in my introductory talk on dilapidations.

Long words can be exactly the same as technical terms, although sometimes they can be used as key words – Acapulco! (A key word is an association word which gives a very accurate description in one word.)

Equally don't be ambiguous.

Structuring and Repetition

If you recall we started with some numbers

1

12

2008

They can be made to look far more complex:

1122008

112

200

8

Your aim is to make the presentation easy to understand

Need to completely rewrite your presentation?



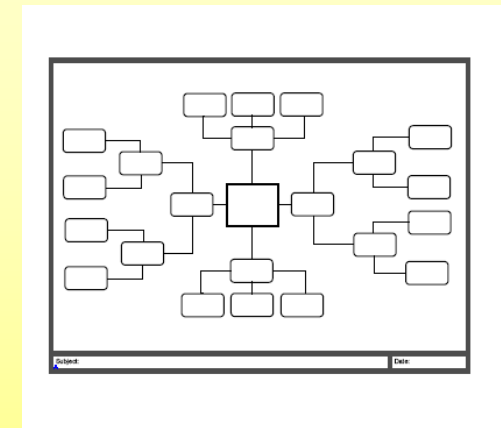
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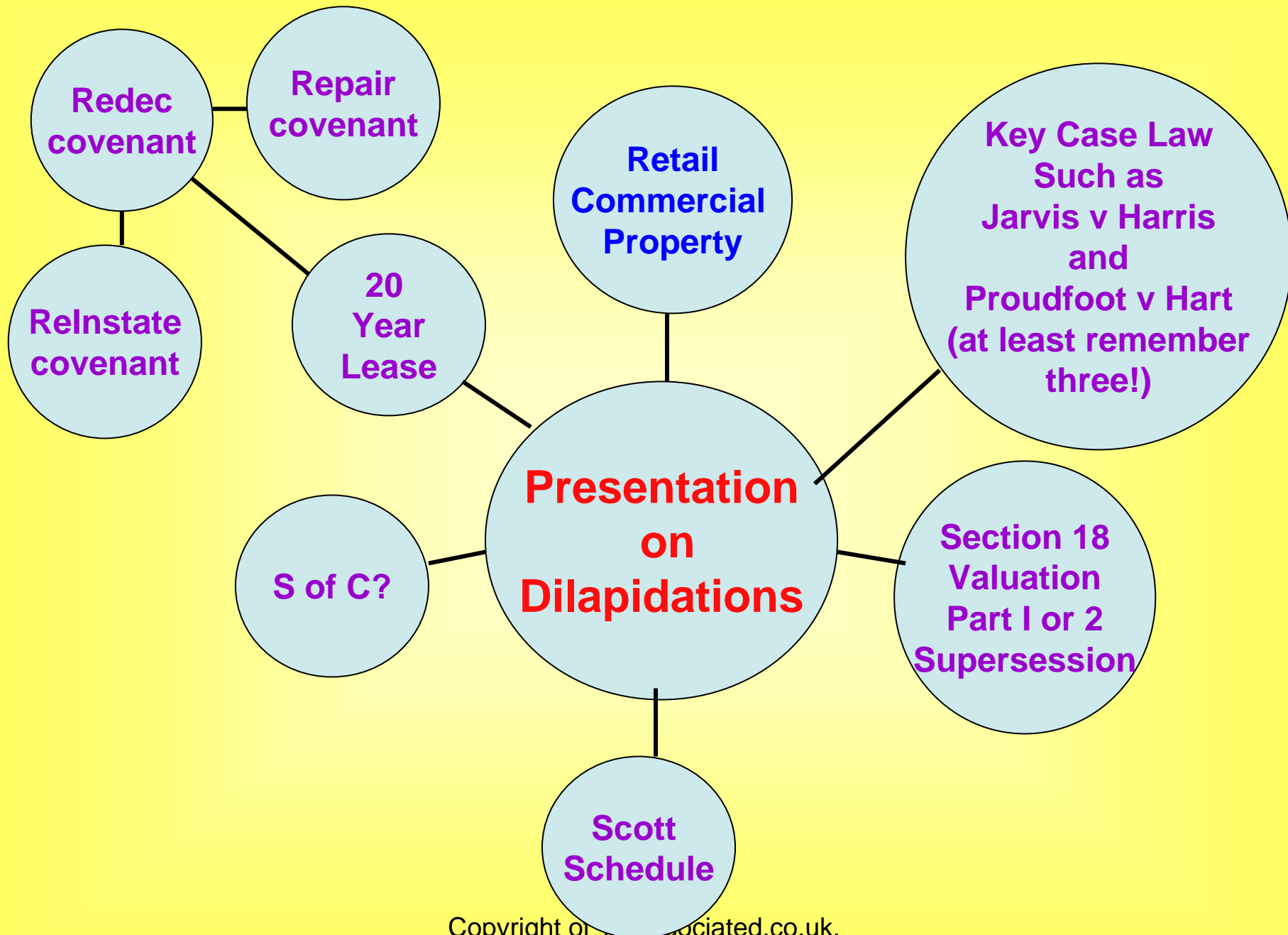
Mind Maps

I use a process of mind maps and flow charts.

All your ideas down on one sheet of paper

Group and identify Key areas





Group

- Say, three to five main topics
- Highlight key points you wish to make
- Build the presentation around these

Interesting Fact

We can only talk at about a quarter of the speed that a brain can work at, but we can talk seven or eight times faster than someone can actually write at and read at.

So, you have the difficulty if you are presenting and allowing people to write down the information that a typical brain is working nearly 24 times faster than they can write, therefore the mind will wander.

