

**Personnel Instruction 17-5.01**

INSTRUCT personnel at your unit, as presented in the EPME Study Guide.

***Instruct Personnel*** There are many important components of instructing personnel effectively. However, the most important is — **ATTITUDE!**

Whenever giving a presentation, the speaker must show the audience that he or she wants to be there and believes in it. So...

- Be positive at all times
- Be enthusiastic
- Be sincere and convey the importance of the information

All presenters can improve their skills to one degree or another. Each speaker can become more effective by improving upon the following:

- Appearance
- Speech
- Voice
- Mannerisms

***Appearance***

Distractions	Improvements
Untidy uniform Unkempt grooming Dirty and unpolished brass Unmilitary-posture Slouching Hunched Hands in pockets	Neat and well-groomed Uniform clean Brass polished Posture straight

*Speech*

<b>Distractions</b>	<b>Improvements</b>
Deficient grammar and vocabulary Poor articulation Uneven and choppy speech	Speak clearly Use words appropriate for your audience Avoid undesirable speech habits

*Voice*

<b>Distractions</b>	<b>Improvements</b>
Raspy Shrill Noticeably weak Lacking confidence Monotone	Normal tone and pitch Proper volume Inflection

*Mannerisms*

<b>Distractions</b>	<b>Improvements</b>
<p>Gestures</p> <ul style="list-style-type: none"><li>▶ stilted</li><li>▶ meaningless</li><li>▶ excessive</li></ul> <p>Eyes</p> <ul style="list-style-type: none"><li>▶ staring at floor, ceiling, or notes/script</li><li>▶ merely “reads” notes or script</li></ul> <p>Movements</p> <ul style="list-style-type: none"><li>▶ awkward or jerky</li><li>▶ meaningless</li><li>▶ repetitious and excessive</li></ul>	<p>Gestures</p> <ul style="list-style-type: none"><li>▶ natural</li><li>▶ meaningful</li><li>▶ appropriate</li><li>▶ decisive</li></ul> <p>Eyes</p> <ul style="list-style-type: none"><li>▶ maintain eye contact</li><li>▶ use notes/script for reference only</li></ul> <p>Movements</p> <ul style="list-style-type: none"><li>▶ natural</li><li>▶ purposeful</li><li>▶ not excessive</li></ul>