

Presentation Skills

Tips & Tricks

Plan

Know Your Audience

Who are they?

What do they know?

What do they want to take home?

Plan

Outline

1. Build

- Tell what you plan to talk about
- Tell your message or story
- Tell what your presentation was about

2. Sketch

Plan

Produce

1. Use Visuals

2. Rehearse! Rehearse! Rehearse!

- Control your nerves
- Don't run overtime

Perform

- The dreaded opening
- Set the theme
- Do not bury your best ideas

Perform

- Transition
- Don't just convey info – Inspire
- Entertain

Reflect

- Did I achieve my objective?
- Did the audience seem engaged?
- What did I learn?

Smart Tips



Less is More



Step Away From the Computer



The 10 Minute Rule

- Make your audience re-focus

Summary

1. Plan

- Identify your audience
- Outline your content
- Produce

Summary

2. Perform

- Start confidently
- Set the theme
- Transition well
- Inspire & Entertain

Summary

3. Reflect

- Assess overall effectiveness
- Analyze & Improve