Presentation tips and tricks

Overview

During your career you may be asked to do a presentation. This could be anything from an informal, internal presentation for colleagues, to a high-stakes external presentation to clients. This may fill you with excitement, with the opportunity to show off your confidence and knowledge, but it could make you feel nervous and immediately doubtful of your abilities.

Remember, speaking in front of people is a skill, not an innate ability. The only way to develop and improve is to practise this skill, and, unfortunately, avoiding it will not help you to progress! So with that in mind, here are a few tips that might help:

- **Study the experts** – there are so many brilliant examples of public speaking online. A good place to start would be viewing a few Ted Talks. There are 100's of these and they cover so many different topics you'll be able to find one that interests you: https://www.ted.com/

- **Know your stuff** – in most cases the nerves come from not knowing the subject and feeling unprepared and silly in front of peers. By doing your research and being comfortable with your topic, you can relax and really connect with your audience.

- **Practise** – Do some low-risk practise. At the next team meeting be a bit more vocal than you usually would be, get the feel for talking in front of peers and get adept at reading the room.

- **Focus on your audience** – Remember that your audience is there to obtain and learn the information you are providing. They are vested in your success and excited about what you have to say, or they wouldn't be there. By focusing on them, and what you plan to share, your focus becomes the content, not how you look or sound.

- **Feedback** – being able to reflect on your own performance and take a little constructive criticism is so important. If you can, video yourself and self-review, practise in front of a trusted person or following the presentation, ask a colleague for feedback. Pointers can help you focus on the small improvements that can make a big difference.

Article/source

https://www.forbes.com/sites/forbescoachescounil/2016/06/13/10-ways-to-improve-your-presentation-skills/#7e60c4f04843

Discussion points

Have you had to do a presentation? If not, would you feel confident delivering one?

Example key questions

Have you had to deliver a presentation before? What did you do well/what could you have improved on?

- If your manager asked you to present a new process to your immediate team would you feel comfortable doing this?

- What steps could you take to prepare?

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