

55 TIPS

for a successful presentation

PLAN

- Plan in advance
- Define your key message & objectives
- Create 3-5 points/45 min
- Define what audience needs to know
- Add illustrations to support objectives
- Underestimate your time
- Put timing in your notes
- Allot 1 minute/slide
- Build in time for Q&A
- Plan group participation
- Fit visuals to all learning styles

PRACTICE

- Practice with a timer
- Trim content as needed
- Divide info into need vs. nice to know
- Practice using equipment/visuals

PREPARE

- Be at least 1 hour early
- Do a sound check
- Bring 2 forms of your presentation
- Load & test your presentation
- Assume technology will fail
- Sit in your audience's seat, know your space

VISUALS

- Paraphrase slide header, conversationally present slide
- Highlight 2-3 main points
- Identify key takeaway
- Know your 10-second bottom line

PRESENT

- Dress a step above your audience
- Smile, it conveys confidence
- Maintain good posture
- Give audience a reason to listen
- State time allotted, don't exceed it
- State overall message & objectives
- Reinforce points with data & anecdotes
- Be personable & enthusiastic
- Use humor
- Maintain eye contact
- Use vocal variety, volume, & inflection
- Confidently project (volume = confidence)
- Highlight key messages in closing
- Assign clear next steps

INTERACT

- Facilitate group interaction
- Allow Q&A after each subtopic
- Ask questions
- Have a typical question ready
- Silently brainstorm (then share answers)
- Take a poll
- Appreciate all responses
- Draw out personal experiences
- Use open & closed questions
- Integrate activities
- Recognize both facts & feelings
- Raise hand when asking for questions
- Maintain eye contact with questioner
- Rephrase the question in neutral tone
- Provide a concise answer
- Help participants draw own conclusions