




Presentation Pointers

Public speaking and making a formal presentation can be scary. If you want to influence others, promote change, or contribute to improving your career, becoming a great presenter is a valuable skill. Consider these questions as you prepare for a presentation.

1. Why am I giving this presentation? What is the presentation about?
2. Who am I presenting to? What is the audience's point of view and background of experience with my topic?
3. What three ideas do I want the audience to take away from this presentation?
4. How have I adapted my presentation to the expected audience? Find a "hook" to make it relevant and interesting.

Setting the Stage

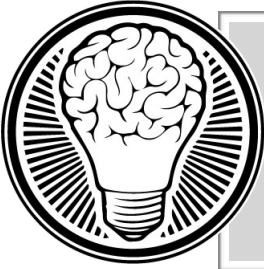
-  What first impression do I want to create through the selection of my clothing, my movements, my accessories, my actions?
-  What must I do/bring to pre-arrange the presentation such as props, handouts, equipment, and room arrangement to maximize time, promote interaction and reduce distractions?
-  Believe in yourself, and your audience will believe in you. Be passionate about your topic.



*Presentation
Pointers*

*Fearless
Performance*
Jeff Nelsen





Presentation Planner

Date, time, location	
Who am I presenting to? What knowledge do they come with? What do they want? (audience)	
What three ideas do I want the audience to leave with?	
What will my opening 30 seconds say?	
How will I involve the audience?	
What is the physical environment? Tools I will use? Limits and opportunities?	
How will I know they “got the message?”	
How will I prepare myself before the presentation?	
What do I need to pay special attention to about my presentation skills? Dress, speech habits, body language, eye contact, voice/tone confidence, rehearsal...?	

