

TOP-NOTCH PRESENTATIONS

The Basics

1. **Be in tune with your audience.** Talk to the appropriate level. Adults like to be respected for their experience and enjoy being acknowledged and consulted.
2. **Know your topic.** If you are already in front of a group, they likely want to hear what you have to say. Therefore, make sure to know what you are saying.
3. **Prepare yourself.** Your audience will sense your confidence. Be positive and gentle to yourself. Focus, move naturally, make eye contact, smile, and BREATHE!
4. **Prepare your audience.** Besides the typical overview, share your background and give them a compelling reason to listen. Confidence is contagious. Exude it with class and pride.
5. **Prepare your message.** Keep your main goal in mind at all times, and organize the beginning, middle, and a powerful closing to achieve it. Know what stories you are going to share ahead of time, and deliver them in a powerful way.
6. **Use visual aids and activities to engage.** Avoid “talking to” and instead get into “talking with” your audience, especially when presenting to adults. Make your participatory learning memorable. Take risks within your comfort zone only.
7. **Visualize success.** Imagine the whole presentation from the beginning to the end without leaving any details out. Your picture should include the mechanics, the feelings, and the upbeat reactions you anticipate from your audience.
8. **Remember to HAVE FUN!** When presenting, everything shows!

The Process

- STEP 1. Introduce yourself.** Give relevant information about your background.
- STEP 2. Bring up the topic.** Connect your points powerfully.
- STEP 3. Give an overview.** Share the highlights of what you will be discussing.
- STEP 4. Deliver the content.** Present with stories, passion, and interactivity.
- STEP 5. Close with impact.** Choose one impactful message to close.

The Preparation

BEFORE CRAFTING YOUR OUTLINE, CONSIDER:

- Who is your audience?
- What specific measurable objectives would you like to accomplish during your presentation?

ALSO THINK ABOUT:

- What activities or questions can you incorporate to engage and keep the audience's attention.
- How you will handle questions and interruptions.

