



Presentation Guidelines

Three Keys to Speaking Success

1. Organize your thoughts to be clear and concise so that the audience can easily understand your message.
2. “Be real” in front of audiences by exploring the elements of the issues and topics about which you are most passionate. This authenticity will increase your effectiveness as a presenter.
3. Use your body language, facial expressions, and voice to support your message, maximizing the impact on your audience.

Presentation Goals Exercise

To become an effective presenter, it’s important to have a clear idea about the qualities that contribute to a powerful presentation. This exercise challenges you to think about your ideal presentation style and to make an assessment of your current skills.

1. List the names of individuals you believe are effective presenters.

2. What makes these people effective presenters?

3. What are your own presentation strengths?

4. What do you want to improve about your presentation skills?

Presentation Preparation

While presentations will widely vary according to factors such as the length of time, the setting, and the audience, the following guidelines will help you to prepare for any presentation.

Organize Your Thoughts

1. Choose an objective.
 - Give your audience a reason to listen.
2. Analyze the setting.
 - To whom are you speaking? Who else will be there? What is the occasion? Where will your presentation take place?
3. Outline your presentation.
 - **Introduction:** Tell your audience what you are going to tell them.
 - **Main Message:** What do you want them to learn from you?
 - **Three Key Points:** Support your message with stories, examples, and relevant information.
 - **Call to Action:** What do you want them to do with your message?
 - **Conclusion:** Tell them what you told them.

Presentation Basics

In addition to knowing your audience and creating a clear presentation outline, it's important to pay attention to these essential elements of public speaking:

- Self-confidence
- Enthusiasm
- Posture
- Gestures and facial expressions
- Eye contact
- Friendly manner
- Vocal variety (including variation in your volume and speaking rate)
- Tone of voice
- Effective use of pauses
- Ability to speak in a natural or impromptu way
- Use of humor
- Willingness and ability to answer participant questions

Being Real in Front of an Audience

Being real in front of an audience can be intimidating, yet it is one of the keys to being an effective presenter. If you are able to get up in front of a group of people and share your authentic self, they are more likely to open

themselves up to really listen to what you have to say. When you show respect for your audience by being genuine, you will be richly rewarded with not only their attention but also their respect.

The Keys to Being Real

- Discuss the issues and topics that you are most passionate about.
- Illustrate your message with personal stories.
- Use your knowledge of the subject to demonstrate that you really care about the issues and topic.
- Deliver complex ideas in simple terms.
- Use humor.
- Be engaging and interactive.
- Relax and enjoy yourself.
- Be willing to admit when you don't know an answer to a question – and do your best to follow up to provide that answer at a later time.

Receiving Feedback

The purpose of providing feedback is to inspire growth and encouragement for participants to elevate their teaching abilities. When communicated in a conscious way and with the right intentions, feedback is an avenue to performance and teaching greatness.

Tips for receiving feedback:

- Remain open and receptive to suggestions.
- Take time to reflect on feedback.
- Find value in this growth opportunity.
- Decide how to integrate feedback into your future presentations.