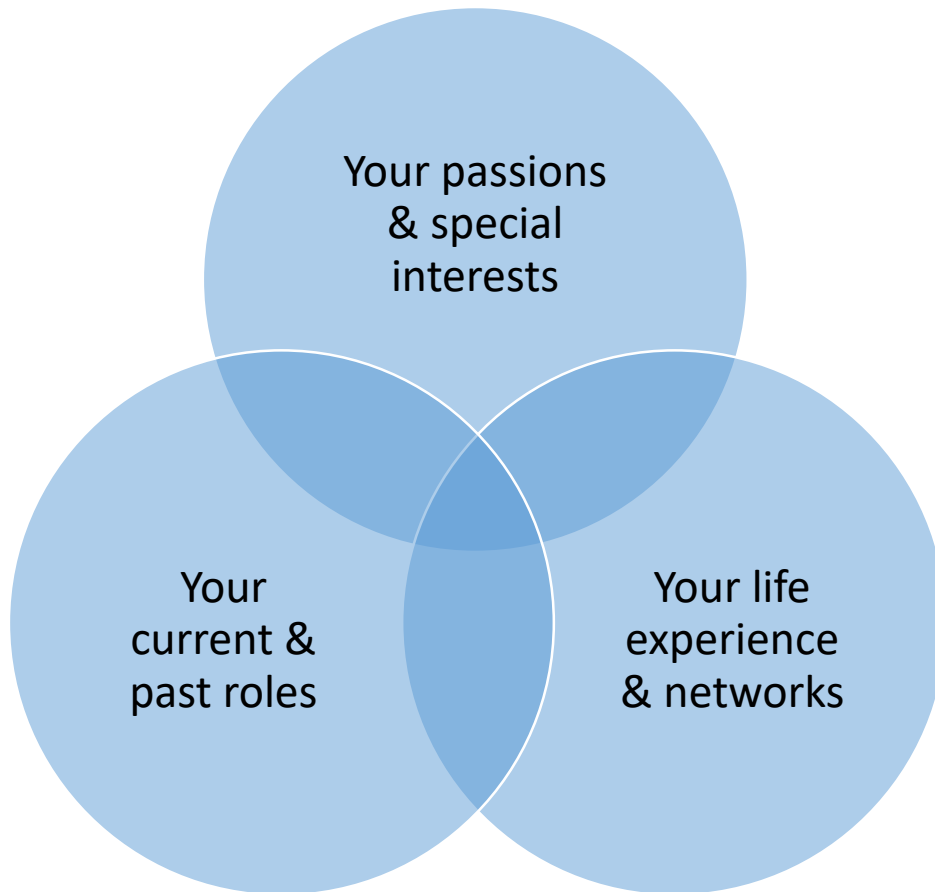


## What Do You Bring to the Podium/Presentation?



You also bring:

- \* a lifetime of stories
- \* positive and negative experiences
- \* your personality, fears and a sense of humour
- \* your authenticity

## What are the 3 biggest mistakes speakers make?

1.

2.

3.

## What is your greatest fear about speaking?

### Potential delivery formats today include:

- Interview style – with you interviewing or being interviewed
- Brief presentation followed by Question & Answers
- Panel discussion with you as the facilitator or participant
- Keynote presenting from behind the podium
- Keynote presenting in front of the podium/centre stage
- Facilitating a group discussion – workshop style
- Skype or Zoom presentation format
- Webinar or Vlog

## The 3 P's of Presenting:

**Preparation** – Know your audience.

**Know your topic thoroughly.**

Be aware of your time slot and allocate content accordingly.

**Make a point – tell a story** (that is relevant to the audience).

A 30-minute presentation is time for an opening, a close and  
3 key points.

A 60-minute presentation is time for an opening, a close  
and 5 key points.

**Do not memorise.**

**Be clear on the Why? What? How?**

Why are you presenting?

What are you hoping to achieve?

How will you do that?

**Consider preparing handouts.**

Plan to arrive at least 1 hour before your presentation time.

Ask a trusted colleague for one point for improvement about  
your presentation.

**Decide what you will be wearing** and prepare the outfit the night  
before. It is okay to wear the same outfit regularly.

**Invest in your audience.**

**Professional Presentation** – Remember you are only as good as your last

presentation. Your audience today can never take back the time that  
they invest listening to you today. Be prepared.

**Do not waste an audience's time.**

Where possible network with some of the audience before your  
presentation. Their conversations may fill the last 5%-10% of your  
presentation.

**If things go wrong, apologise and fix the situation.**

When you are delivering new information, give the audience an opportunity every 8-10 minutes to process the information by allowing them to speak to each other.

**Audiences love interaction** and it helps the speaker to engage quickly and positively with the group.

**Stick to time always** – unless the organiser has given you permission to extend in which case tell the audience.

**Where possible refer back to a previous speaker's** content or key point. Always prepare a short introduction.

If you use PowerPoint, avoid reading each slide word for word. Aim to make a point, tell a story. We read faster than we speak.

**Professional Follow Up** – Always thank the organisers.

Don't leave immediately after your presentation unless it is totally unavoidable.

**Never travel on the day of your presentation. Arrive early and if possible leave late.**

Discuss with your feedback person, your one point for improvement.

Within 6 hours of the presentation if possible, complete your own **presentation self-evaluation:**

What worked?

What didn't?

What will you change next time?

**Out of a potential score of 10/10, how would you rate your presentation?**

**TIPS:** Be Yourself

Respect Your Audience

Know your Topic

**Remember there are always 3 presentations:**

- The one you prepared
- The one you gave
- The one you would have liked to have given.