

**Enhance Your Presentation Skills**

* Brainstorm the presentation topic.
* Check all the key points are identified and expanded into notes.
* Produce a full script.
* Reduce the full script to a series of bullet points as these notes will act as prompts.
* Be flexible, consider which format suits the presentation best, and then be as creative as possible.
* Be prepared and practise the script, this will enable you to feel more confident when presenting.
* Record yourself on your phone or webcam in preparation to give yourself tips on the presentation and give you confidence as you practise.
* Time each practice presentation so that you meet the allocated time when your actual presentation is due.
* Visualise the presentation being a huge success.
* Have a glass/bottle of water to hand to prevent a dry mouth.
* Put one of your hands in your pocket or hold a lectern (as anchor) to prevent you not knowing what to do with your hands.
* Remember to go slow and to articulate well, if you are nervous your voice may be faster and as a result the presentation may not be as clear. Aim to slow down the pace and speak clearly.
* Ask the audience at the back if they can hear you, this makes you look less nervous and you can confirm everyone can hear you.
* If possible, try to use humour or ice breakers early on to get the crowd on your side.
* Make eye contact with the audience, but not with the same people all of the time.
* Highlight key points in notes to prevent you from losing your place in the presentation in case your mind goes blank.
* Test your technology before hand or have back up notes in the event there is any issues with the technology.
* Consider and prepare for all aspects of your setup such as internet connection, headphones, webcam, mic, lighting, background.
* Interact with your audience every 5 minutes. Include questions, polls, activities, and chat interactions, this also directs the attention away from you if you feel nervous.
* Use relaxation techniques prior to the presentation and run through it first with someone you feel comfortable with, to prevent you from stage fright.