
Tips to Good Presentation Skills

Have you been asked to make a presentation recently? Did you feel confident you could deliver an interesting talk or did you freeze, feeling fear take over. Every day people are expected to make presentations. Whether you're in sales, an administrative assistant, a CEO, a minister or a volunteer on an organization committee, your ability to present well will determine if you are taken seriously. In today's world it is essential to develop a good presentation style. When someone presents their ideas well they are much more credible and persuasive.

Very few people are "born" presenters. Actually, it comes from preparation and practice. Just about anybody can learn to present well. The following are just a few guidelines that can move you in the right direction to be a persuasive presenter.

WHAT THE PRESENTER NEEDS TO KNOW

- Who are you presenting for
- What do you want to leave people with
- When will you be presenting (Morning, afternoon or evening)
- Where (Small, cramped quarters. Large, spacious environment)
- Why - Inform or persuade

PROCESS OF PREPARATION

All good presenters have a systematic method of preparation that guide them through the process.

- Opening
- Body
- Close

IDENTIFYING YOUR MAIN POINT

- What's the one, single most important idea you want to get across?

- What is the key piece of information you'll be presenting?

- What is the heart of your presentation?

WHO ARE YOU PRESENTING FOR?

- Men
- Women
- Education
- Interest
- Job responsibility

ORGANIZE YOUR SPACE - It is a good idea to check the following items ahead of time to make sure everything has arrived and is functional. By the time your guests arrive you want things to run smoothly.

- Microphone
- Sound System
- Overhead projector
- Props
- Workbooks
- Handouts
- Pens/pencils
- Lighting
- Heating/Air conditioning
- Room Set up
- Rest rooms
- Telephones

BRING IT TO LIFE -Tell signature stories. These are your own personal experiences.

- Funny episodes
- Turning points
- Successes
- Failures
- Meaningful

Depending on what you are presenting you can weave some of your own personal stories into the presentation to liven it up. Avoid talking only of your successes. It may come across as bragging. Be willing to appear human.

HUMOR

- Exaggerate the obvious
- Relate a humorous personal anecdote
- Tell a joke. However, avoid ethnic, off-colored, religious or political jokes. Only tell a joke if it ties in with what you are presenting on.

PRACTICE

- In front of a mirror
- With your family and friends
- In your car
- In front of stuffed animals
- Practice
- Practice
- Practice
- And then - practice

Videotape your practice sessions and review. If possible, videotape your actual presentation and review. This will help you to continue to improve.

There are some people who have the ability to present with little or no rehearsal. Usually these individuals have been presenting for some time. The fact they have done this for some time is their practice. For most individuals it will be necessary to rehearse in order to come across smoothly and with confidence.

It has been proven over and over that those people who can present their ideas well can open doors for themselves, while others are still knocking on the door.

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