

STELLAR 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 in front of a group already, chances are they want to hear what you have to say. Therefore, make sure to know what you are saying.
3. **Prepare yourself.** Your audience will perceive your confidence vibration. Be positive and gentle toward yourself. Focus, move slightly, make eye contact, smile... and BREATH!
4. **Prepare your audience.** Besides the typical overview, give information about yourself and give them a compelling reason to listen. Confidence is contagious. Exude it with class and pride!
5. **Prepare your message.** Keep your core goal in mind at all times and organize the beginning, the middle, and a powerful closing to achieve this target. Know what stories you are going to share ahead of time, and deliver them in a powerful, impactful way.
6. **Use visual aids and activities to engage.** Stay away from "talking to" and get into "talking with" your audience instead, particularly if you are presenting to adults. Make your participatory learning a memorable experience. 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 not only the mechanics but also the feelings and anticipated upbeat reactions 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 what you are going to discuss in a powerful way.
- 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 you can incorporate to engage and keep the audience attention.
- How you are going to handle questions and interruptions.

