Helpful Tips for Presentations

Prepare

Even if you are the expert on the topic or have given a presentation on it before - always PREPARE. Do a run through in advance ..don't wing it! Get someone to listen to you or record yourself.

Know Your Audience

And if you don't kniw them, find out as much as you can (research). Don't give the same presentation each time. Make sure it is specific to that audience and not everything on the topic. It's not about you it is about their understanding of the topic by the end of your presentation.

Try New Technologies

Alot of presentations are now online, chose the correct technologies and practice them. Know what you need and how to achieve it e.g breakout rooms, polls etc..

Keep it Simple

Use data but relevant data and understandable to your audience.

Set an Objective

By the end of this presentation the audience will..

Variety

Repeat important points, summarise key topics, provide unusual information/pictures/stories. Make the experience real.

Check in with your Audience

You should try and pick up on body language. Online this can be challenging, take time to pause and take questions, allow discussion. Don't presume silence means they understand.

Language

Appropriate to topic and audience, simple. Just because you know what it means doesn't mean everyone else does. Explain abbreviations

Check their Understanding

Were your audience engaged? Did you meet your objective? Did it meet your audience's objectives? How do you know?

Feedback

Get feedback and use it to prepare for your next presentation

Tips for Online Presentations

Prepare

Practice giving your presentation and using your technology in advance. Record your practice and learn from it. Be prepared for questions in chat, raised hands during the presentation. Have someone assist you if you can't manage presenting and moderating. Be early for the session so you can support any technical issues the audience might be having.

Establish Etiquette Guidelines

Explain the technology to particpants/audience at the start so they know when to ask questions, interupt. Ask pointed questions so everyone doesn't go to speak at the same time. Ask people to state their name before asking a question.

Be synchronised

Transitions are critical, you must connect what has been said with what is coming next when you move from point to point.

Be Brief

Use interactive activities to break up content. It should not be a read through of powerpoint slides. If they need detail send it on before or after.
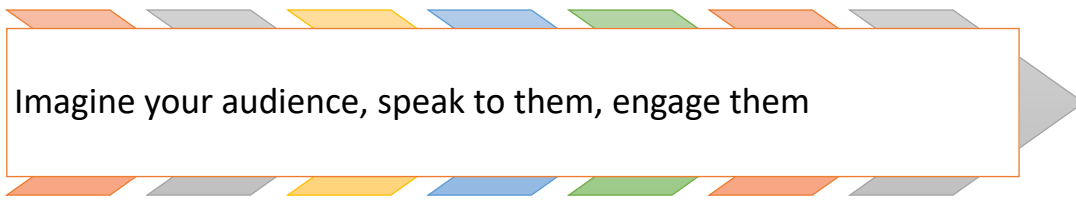
Be Simple

Keep slides simple — avoid too many words, graphics and animation features. Less is definitely more!

Make it like Television

Look into the camera (not down at yourself on screen), wear neutral clothing no plaids or stripes, be mindful of what appears behind you, use background if necessary. Invest in a good microphone and headset.

Be Connected

Imagine your audience, speak to them, engage them