**How to Give a Great Presentation**

**1. Verbal Communication -** The ability to communicate in a clear, concise and concrete way in front of an audience is the key skill required of public speakers.

**2. Delivery -** Delivery is how you connect with your audience. It includes techniques such as body language and pauses that give your words punch.

**3. Leadership -** The ability to establish yourself as the leader of your audience.

**4. Selling / Persuasion -** A presentation is all about selling your ideas using persuasion techniques.

**5. Modeling / Practicing the Content** – Always model what you expect and allow time for participants to practice.

**6. Humor -** Lighthearted presentations are almost always best. You don't have to be a stand-up comedian, but the ability to deliver light humor works wonders on an audience.

**7. Storytelling -** The ability to tell a griping story always draws the audience in.

**8. Written and Visual Communication -** Your visual elements such as slides should be brief, clear and visually effective.

**9. Self-Awareness -** Know your strengths and weaknesses ([lead with your strengths](http://simplicable.com/new/lead-from-your-strengths-for-effective-presentations)).

**10. Adaptability -** No matter how much you prepare it's possible for your presentation to go off in an unexpected direction — especially if you involve your audience. The ability to adapt is an important presentation survival skill. Have content questions prepared to help bring focus back to the presentation.

**1 11. Listening -** Active listening is key to leading audience participation.

**12. Facilitating -** The ability to lead sessions, conversations and issue resolution activities. Have focus questions prepared in advance.

**13. Networking Skills –** Always walk and network before your presentation. Incorporate what you learn from networking into your talk.

 **14. Interpersonal Relationships -** The ability to establish rapport with an audience is closely related to your ability to establish and manage relationships with people.

 **15. Dealing with Difficult Personalities -** The ability to deal with audience participation challenges. (Ex. “Your point is valid/interesting, but for the sake of time and to keep the session on track, I would love to continue this conversation after the session. Thank you so much for your comment/insight on the topic.”)

**16. Stress Management -** Many people find presentations to be a stressful experience. Even if you're comfortable with presentations, a stressful experience can always pop up when you're in front of an audience. The ability to manage stress and deliver under pressure is important. Always be prepared for anything.

**17. Research -** The ability to find statistics, facts, examples and stories that support your message. Know your content and be prepared.

**18. Organization and Time Management -** Giving your presentation an organized flow that fits into time constraints. Do several run through practices prior to your session and time each part.

 **19. Gestures -** Physical communication including effective use of the stage and gestures. Smile and have fun!

 **20. Showmanship -** Good public speakers do more than inform — they entertain☺

Always start and end your presentation on time!



**Presentation and Session Checklist**

* Get the facility contact person’s name and cell number
* Check out the facility in advance for room set up, temperature, lighting, outlets
* Locate facility restrooms
* Check room for LCD projector/SmartBoard/speakers/screen/computer
* Prepare to take your computer, extension cord, and clicker (batteries)
* Prepare backup – Powerpoint on flash drive and hard copy
* Prepare your “toolbox” (markers, post-its, chart paper, evaluation, resources, tape, table tents)
* Print sign-in sheets, Powerpoint and handouts
* Practice and time your presentation several times in advance