

# How to present



## What is this?

Speaking in front of a group pushes most people outside of their comfort zone. When the group are nominating a person(s) to present their pitch, they do not necessarily have to have perfect presentation skills. They should instead, be good at connecting with people, good at telling stories and most importantly, willing to do the presentation! The rest can be taught.

# How it works

Here are 20 tips you can share with the nominated presenter(s) to help them improve their presentation skills:

**1. *See how the experts do it***

Take time to either attend a presentation in person or watch videos online. Take note of what these speakers do well and what they think the presenter could improve. Your presenter can try to incorporate some of the effective speaking strategies into their own presentation.

**2. *Learn it without notes***

Your presenter can choose to have cue cards available, but they should try to memorise the presentation. Rather than remembering every single line or a script, they should try to give the presentation using a loose outline. This strategy can help to develop a more natural flow of speaking. Sometimes, memorising the script verbatim can make it challenging to get back on topic if they forget a line.

**3. *Watch themselves in the mirror***

Ask your presenter to practice the presentation in the mirror to observe their gestures and other non-verbal cues. They could also record themselves and watch the footage afterwards. They should make an effort to look engaged in what they're saying.

**4. *Use the presentation as an opportunity***

Rather than feeling apprehensive about it, re-frame it as an exciting opportunity. The presenter should try to think of ways to feel excited about the presentation, such as it being a chance to impress or to pass on important information.

**5. *Make time to prepare***

Your presenter should arrive at the presentation room 15 minutes early. This gives them time to set up devices and displays and get familiar with the setting. Having time to prepare can help them feel calmer and more confident.

**6. Use a visual aid**

Along with triggering the presenter's memory, a visual aid can make the presentation more interesting, but try to use as little text as possible. Use slides to share statistics, data, graphs, images or a video to break up the presentation and keep the audience engaged.

**7. Connect with the audience**

Before beginning the presentation, it's a good idea for the presenter to chat with their audience as people are getting settled. This can help them feel more comfortable and create a connection with the audience.

**8. Relax mind and body**

Find a quiet, private room to do some mental and physical preparation.

The presenter can mentally prepare by telling themselves positive affirmations e.g. "I can do this", "I am a good speaker" and "I have interesting things to say". They can physically prepare with some deep breathing, stretches and power stances.

**9. Be aware of non-verbal cues**

Confident public speakers are aware of their non-verbal cues.

Throughout the presentation, your presenter should make eye contact with the audience and smile. While it's OK to glance at notes, shift eye contact from person to person for the majority of the presentation.

# How it works

## **10. Embrace pauses**

If the presenter loses focus, advise them to pause for a moment to recollect their thoughts.

This is better than filling the silence with “um” or “ah.”

## **11. Be open to questions**

As your presenter transitions to the next part of the presentation, they could take a moment to address anyone’s questions. Try to answer to the best of their ability but it’s fine to admit when they don’t know the answer. Another colleague may be able to offer the answer.

## **12. Know the time limit**

When creating the presentation, work within a time limit. If a meeting lasts only an hour, organise the presentation for 30 to 45 minutes, leaving time for discussion or questions.

## **13. Learn to slow down**

Often, when people feel nervous, they speak faster. When practicing the presentation, make an effort to slow down. We need everyone to clearly hear the group’s ideas and have time to process them.

**14. Stay hydrated**

Bring a bottle of water to the presentation. This is quite helpful when the presenter's throat starts to feel scratchy from talking. It is also a great way to take a natural pause and prepare for their next thought.

**15. Be a storyteller**

If it makes sense for the presentation, incorporate some personal anecdotes or humour. Brief, amusing stories can help the audience relate to what the presenter is trying to say and keep people interested. Think of a work-appropriate joke to start off the presentation.

**16. Dress the part**

Dress comfortably, yet professionally and tell the presenter to choose an outfit they like to help them feel more confident.

**17. Speak loud and clear**

Your presenter should speak loud enough for everyone in the room to hear them. They should make an effort to enunciate their words so that everyone can clearly understand what they are saying. They can practice this by recording their voice.

## How it works

### **18. Figure out the technical details**

The presenter or the group member who will set up the presentation should meet with the technical department to discuss any technology they might need. Your presenter should practice setting up the slideshow, video and audio and give it a test run to make sure everything loads properly in the presentation room.

### **19. Show some authenticity**

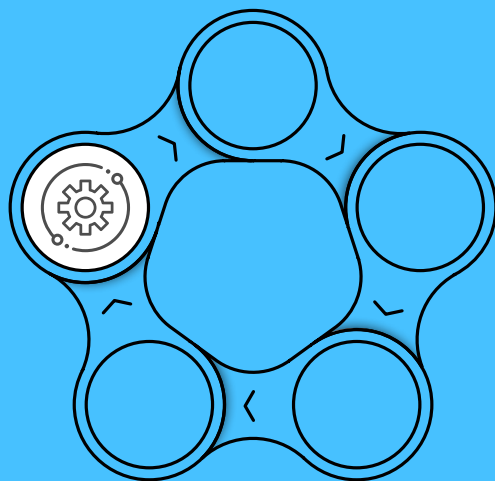
While your presenter wants to be professional and polished during the presentation, they can also show a little bit of personality. Telling jokes, sharing stories, laughing at comments and smiling are all ways to be personable in front of others. Being themselves is an important part of creating an authentic presentation.

### **20. Ask for feedback**

After the presentation is done, your presenter should ask the Idea Enhancers for some feedback. They can use this to prepare for future presentations and assure themselves that they presented well... after all, we are our own toughest critics.







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