

Resource

# Top Tips for Delivering Your Presentation.

Presenting with Confidence



Prince's Trust



# Handling Nerves.



- Taking some deep breathes
- Having a drink of water
- Putting it into perspective – what's the worst that can happen
- Getting some fresh air
- Going for a walk
- Positive association – think about a time previously and how that went, the feedback you received etc.
- Visualisation – Picture the presentation going really well in your head, imagine how that will feel and what it would be like – self-fulfilling prophecy (its therefore much more likely to

# Body Language.



## Posture

How do you walk into the room? How do you stand at the front? Do you smile and hold your head up? Is there eye contact with the people in the room?

## Gestures

What do you do with your hands? Jazz hands? Do you stand upright or rock? Do you click a pen? Try to eliminate nervous gestures and stand with your feet firmly planted and shoulders back.

## Breathe!

Why is it important to breathe? What do you notice if someone is running out of breath?

# Power of Pause.



- It provides a natural opportunity to take a well-needed deep breath.
- It gives your audience a chance to think about/digest what you've said.
- It also signals to the audience that you've finished a section or topic and are going to move onto a new point.
- Pausing can be a powerful way to add credibility or impact to what you are saying, what feels like a massive silence to you is often just a comfortable pause to the audience.

# Answering Questions.



Prince's Trust



# Answering Questions.

- Make eye contact and smile
- Step forward, don't shrink back
- Respond in a reassuring way
- Keep your answer simple
- Check that you have answered their question



**Remember, it's absolutely OK to repeat the question back to clarify you have understood it correctly.**

# Answering Questions.

**You have 3 choices with any question:**

1. You know the answer so give it, clearly and succinctly
2. You know something or have a view on it, so you share that as an opinion
3. You don't know the answer but will find out and get back to them



# Any Questions?

