



## MAX Top Tips on Presentation Skills

Speaking in public can be daunting. So is learning to ride a bike without stabilisers for the first time. You might get a few scrapes but once you've learnt how to do it you won't forget - and you can even enjoy the experience of passing on information with your own particular style. It is natural to be nervous but with enough preparation and knowledge about the subject matter we can all be good at communicating a message.

Take every opportunity to present you can - it will pay dividends.

### Nervousness & Fear

Anchor a fantastic previous experience and use the breathing technique as shown with the HRV software.

It's your show - you are in control and the best prepared person/most knowledgeable person in the room on how the presentation is going to go, remember, ensure you stay in control and don't worry if it isn't perfect – they won't know which bit you didn't complete as fully as you could.

Choose your attitude. Rhino or a Cow?

### Planning

Style vs. Content; Quality vs. Quantity

Know your audience and tailor it towards them. Prepare for questions, issues and opportunities.

Practise your delivery – in the mirror, video, with an honest mate. Timing. Oh – and practise again.

### Equipment & Venue

What could go wrong? Access, equipment failure, backup of materials, presentation, disturbances, accessibility, timing of event, furniture, hand-outs

### Presenting

Introductions and First Impressions. Remember Filtering and deletion. Try not to distract/detract from message, but with enthusiasm and passion. Voice Projection – practice and imagine the audience outside. Video yourself.

### Structure

30 Seconds – useful in life all the time. Start; Middle; Conclusion & Call to Action

Practise and Prepare - Again

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