

PROFESSIONAL



PRESENTATIONS

6 Steps for Winning Presentations

1. Know your purpose
2. Know your audience
3. Know your subject
4. Know your room
5. Develop your presentation
6. Practice, practice, practice!



Know Your Audience



- ▶ Who are they?
- ▶ What is their level of experience with my topic?
- ▶ What are their attitudes toward me / the material likely to be?
- ▶ Does the size of the audience impact my presentation?

Presentation Tips

1. Do your homework
2. Stay within your time limits
3. Make your main points obvious
4. Provide specific analysis and recommendations
5. Keep it simple



Professional Speaking Skills

- ▶ Establish eye contact
(2-3 seconds)
- ▶ Be aware of nervous gestures
- ▶ Make sure you can be heard
- ▶ Avoid overusing “pet phrases”
(um, like, okay)
- ▶ Dress appropriately

