GET STARTED

Strong presenters have taken time to research, draft, and practice their presentation. Take the time to fully prepare your presentation. Here are some helpful tips:

**DO YOUR RESEARCH**
Understand your topic. This will not only help you compose your presentation, but it will also give you an added boost of confidence.

**PREPARE NOTES**
Script what you are going to say on a piece of paper, notecards, or an e-reader, but try not to rely on it.

**TIME YOURSELF**
Know how long you have to talk and estimate how long you plan to present.

**PRACTICE TO IMPROVE**
Script what you are going to say on a piece of paper, notecards, or an e-reader, but try not to rely on it.

**JUST DO IT**
Nothing compares to the experience of an actual presentation, so use each presentation as a means to learn and improve. (Additional tips on the back)

**GET FEEDBACK**
After each presentation, ask for feedback and leverage that feedback to further develop your presentation skills. With practice you will get better and better.
IMPROVE YOUR PRESENTATION SKILLS

Regardless of the format, these tips will help you present at your very best!

SMILE
Facial expressions can help you connect with your audience or further emphasize the tone of your presentation.

MAKE EYE CONTACT
This helps you connect with your listeners. If you get nervous find focal points to look at during your presentation.

SLOW DOWN YOUR SPEECH
This helps you avoid filler words: “like…”, “so…”, “um…” and allows your message to be conveyed more clearly.

STRIKE A POSE
Power poses, like “Wonder Woman” may help you control anxiety and boost confidence. Effects can be seen in as little as two minutes.

NOT JUST FOR THE PODIUM
Strong presentation skills are a benefit to anyone in any industry. Consider leveraging this skill in a variety of areas or for a variety of purposes:

• Interviews and meetings
• Networking
• Promotions and salary negotiations
• Personal branding
• Sales and entrepreneurship