



**Deliver a  
Presentation**

# Deliver a Presentation

By the end of the Power Hour you will be able to:

- Describe what good presenters do
- Prepare to run a presentation, and get your nerves in check
- Gain and retain your audience's attention
- End your presentation with confidence.



# Present Yourself!

Make a 60-second presentation to the group about YOU.  
This MAY include:

- Your role
- Previous roles
- Your family
- Your hobbies
- An interesting or little known fact about you
- What you hope to get out of the session



# What does 'Good' look like?



# Good Presenters tend to be...

Confident

Clear

Well-Prepared

Enthusiastic

Animated

Organised

Knowledgeable

Likeable

Efficient

Relaxed

# Preparation



## Physical

- Things you can DO
- Practical actions that will improve your chance of success

## Mental

- Your state of mind
- Things you can do 'internally' to improve your chance of success



# Handling Nerves

Arrive in plenty of  
time

Close your eyes and  
breathe deeply

Concentrate on  
releasing the tension  
from your body a bit  
at a time

Listen to music

Do a few aerobic  
exercises a little in  
advance

Have drink of water

Visualise yourself  
beginning the  
presentation  
successfully

Smile

Make eye contact

Remove temptations  
to fiddle

Stand confidently

Don't rush

# Make an Impact

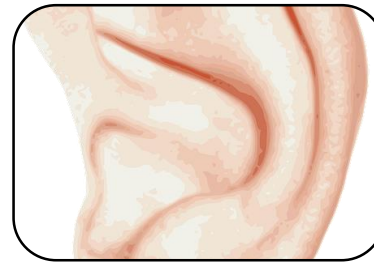
Aim to start your presentation off by clearly:

- Engaging the audience's curiosity, or
- Highlighting 'what's in it for them'

Generally, you will do this either...



Visually



Aurally



# Retaining Attention

## Body Language

Eye contact  
and brow  
movement

Posture

Hand/Arm  
Gestures

Facial  
gestures

Leg behaviour

Personal  
space

# Retaining Attention

## Voice Tone

**V**

Volume

**E**

Energy

**S**

Speed

**P**

Pitch

**A**

Articulation

# Great Endings

## Typical Endings



### Summary

- Repetition of key points



### Call to Action

- Make a specific request of the audience

# Make it Work at Work

What are you going  
to **DO** as a result of  
this Power Hour  
Session?





Thank You  
&  
Good Luck