

Tips for Presenters

These suggestions are offered for those persons who are asked to be presenters but who do not go in front of an audience often. Remember that these are suggestions and not requirements and the most important rules are to be informative and have fun.

1) Use audio/visual aids.

- A) If you are going to be saying a list of resources as part of your information, type the list and photocopy it to hand out.
- B) Outlines are the most common form in use for presentations (verses having a speech prepared verbatim). These can be photocopied for distribution and/or overhead transparencies. Participants in the training session then can follow along instead of listening to a dry speech.
- C) Videos are wonderful to use - if they are not long and boring as well. When utilizing a video, consider its length and style as well as the duration of the training session.

2) Speaking tips:

- A) No matter how dry or boring the material, present it with energy, enthusiasm, emotion, and most importantly, a smile. Keep your sense of humor and you'll keep your audience's attention.
- B) When giving your presentation, refrain from fidgeting in your seat or fidgeting with a pen, paperclip, or some other object. This distracts your audience from what you're saying. Standing up and moving around, as well as hand gestures, are good ways to emphasize your points.
- C) Use your natural voice inflections rather than speaking in a monotone. Think of how you hold a conversation with a colleague or a friend, and speak that way.
- D) Maintain eye contact with your audience. People would prefer to look at your gorgeous eyes than the top of your head. Look out into your audience and see how many people have blue eyes versus brown eyes versus some unique color.

3) Most importantly, keep your sense of humor. Break the tension with a joke or an amusing anecdote. Have fun with your presentation.