

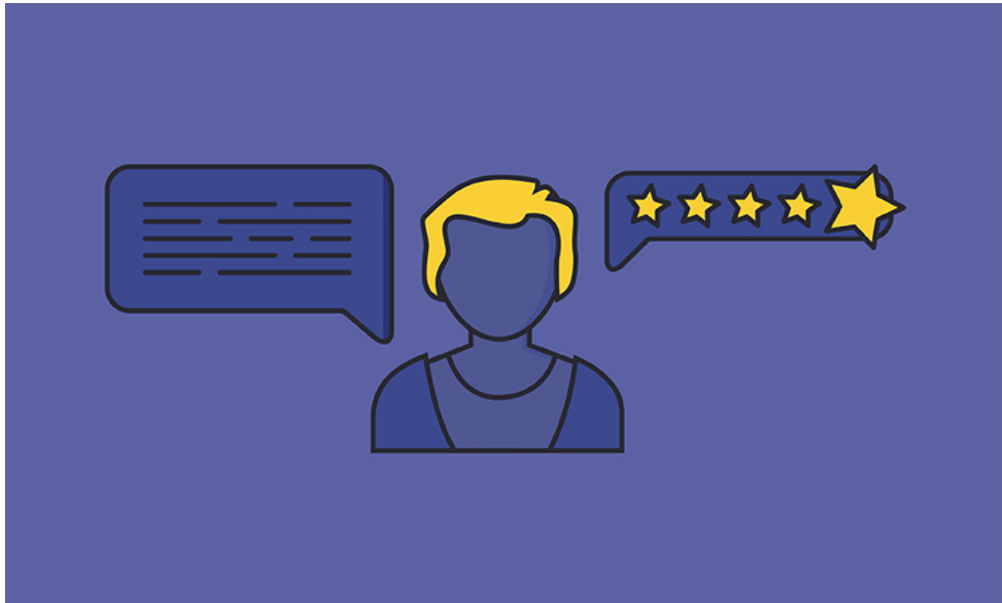
# Presentation Skills Training

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In this 8 minute Lesson, you will learn how to give a top-notch presentation.

# Welcome!

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If you suffer from anxiety when it comes to public speaking, you're certainly not alone. Still, being able to successfully deliver a speech or presentation is a useful skill and one that can really come in handy throughout your career.

Fortunately, this guide has all the tips and insights you need to improve your presentation skills and overcome any fears you

might have. In this Lesson, you'll learn how to give top-notch presentations.

**Discussion Topics Include:**

- Overcoming Fear of Public Speaking
- Presentation Preparation
- Successful Delivery
- Getting Feedback
- Bring it Together

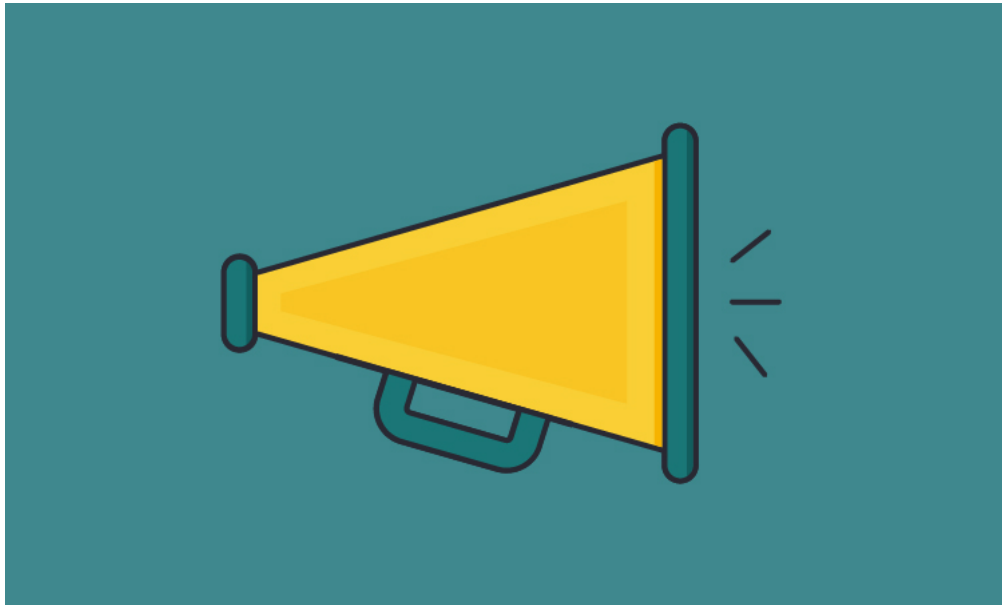
This Lesson should take about 8 minutes to complete.

*Let's get started...*

**Tip:** To continue, select the arrow on the right.

## Overcoming Fear of Public Speaking

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The first step to improving your public speaking skills is to **overcome your fear**. Surely, you've had some successful presentations in the past that left you feeling great about yourself. Next time you're nervous about a presentation, think about those successful deliveries and focus on how they made you feel.

Get pumped up! That positive energy will come through and can make all the difference in your delivery. Furthermore, try to **engage in stress-relieving exercises** before you prepare for a speech.

### **Activities That Can Help You Relieve Stress:**

- Exercising
- Yoga or meditation
- Drinking tea
- Getting a massage

In addition to partaking in some relaxing activities in the hours before your presentation, **be sure that you also get plenty of sleep the night before so that you're well rested.** Avoid making the mistake of drinking lots of caffeine or eating sugary foods in the hours leading up to your presentation, as caffeine and sugar will only leave you feeling jittery and uncomfortable.

Finally, **think about all the good things that could come from your presentation.** Whether it be something as simple as

impressing your bosses (and thus possibly being considered for a future promotion) or even networking with others in your industry, the positive outcomes of your speech can help to mitigate your anxiety.

**Note:** If you ever need to jump around a Lesson, just click the magnifying glass icon next to your Lesson's title. It will take you to the Lesson's Table of Contents.

But first...

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Before you continue, please answer this question.

**What are some things you have tried to overcome the fear of public speaking?**



# Presentation Preparation

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In addition to overcoming your fears of speaking in public, you'll also need to make sure that you **take the necessary steps to prepare for your presentation**. After all, being adequately prepared will help to increase your confidence and lead to greater success overall.

Start by making sure that you truly **understand your audience and topic** for the presentation itself. If you've been asked to deliver a speech on a designated topic, make sure you know what's expected of you in terms of the material you'll be covering.

**Tip:** You can't deliver a compelling presentation without knowing where your audience is coming from.

If you can, get an idea of what your audience will be like. How many people will be in attendance and where do their interests lie?





## **Know Your Venue**

Be knowledgeable of your venue. Don't just show up a half hour before your presentation and expect everything to go smoothly.

If you'll be using audio or visual equipment, make sure you show up early (if possible) to set it up, test it out, and make sure everything works properly. One of the most embarrassing things you can run into during a presentation is having equipment backfire on you (this can be distracting to your audience, too).

## **Practice**

Of course, be sure to practice as much as you need to. Don't be afraid to ask a friend or family member to listen to you rehearse your presentation and provide you with feedback.

If you can't find anybody to listen to your presentation rehearsal, consider filming yourself and reviewing the footage for yourself. Never assume you can get by with "winging' it" on your presentation, as this is doing a disservice not only to you, but to the people who have dedicated their time to attending your speech.

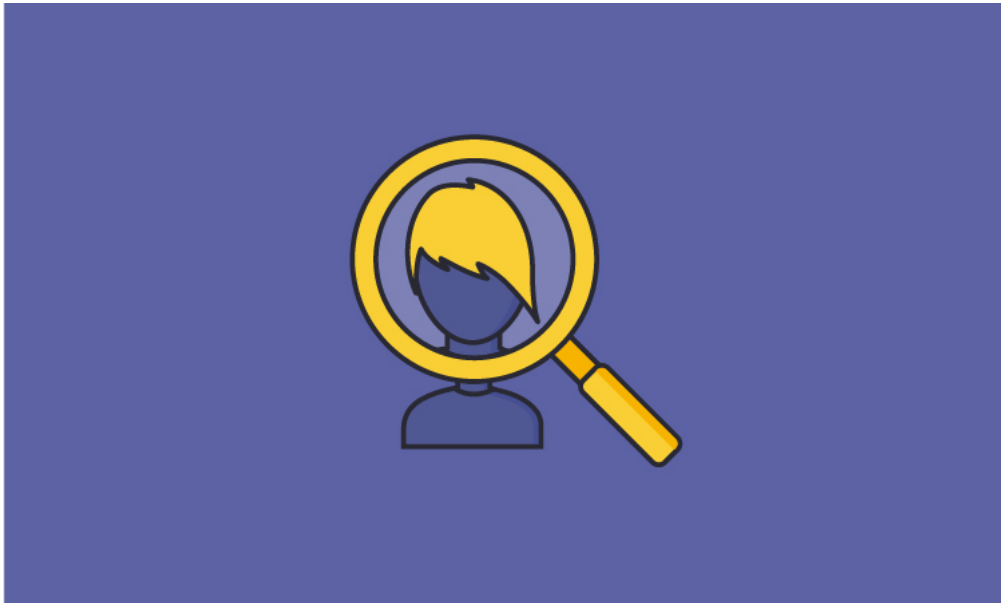
## Successful Delivery

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A great presentation is all about **successful and confident delivery**. One of the best ways to appear confident while giving a speech is to **maintain as much eye contact with your audience as possible**.

While it can certainly be helpful to have some notes and talking points to refer to when you're giving your speech, you'll want to be careful not to be staring down at your notes the entire time, as this will cause your audience to lose interest.

Try to **memorize the majority of your presentation** so that you don't need to look down at your notes often. This will help you maintain more eye contact with your audience and will make your speech more engaging, since you won't be reading word-for-word off a note card. Instead, your speech will sound more natural.



## **Body Language**

Furthermore, be aware of your body language as you speak. Aside from maintaining eye contact, you'll also want to be conscious of what you're doing with your hands as you speak.

Avoid fidgeting and/or swaying as much as possible. This will help you look more confident, professional, and natural while all eyes are on you. Make sure to smile and incorporate natural facial expressions into your speech as well; you don't want to look like a robot out there, after all.

## Volume and Speed

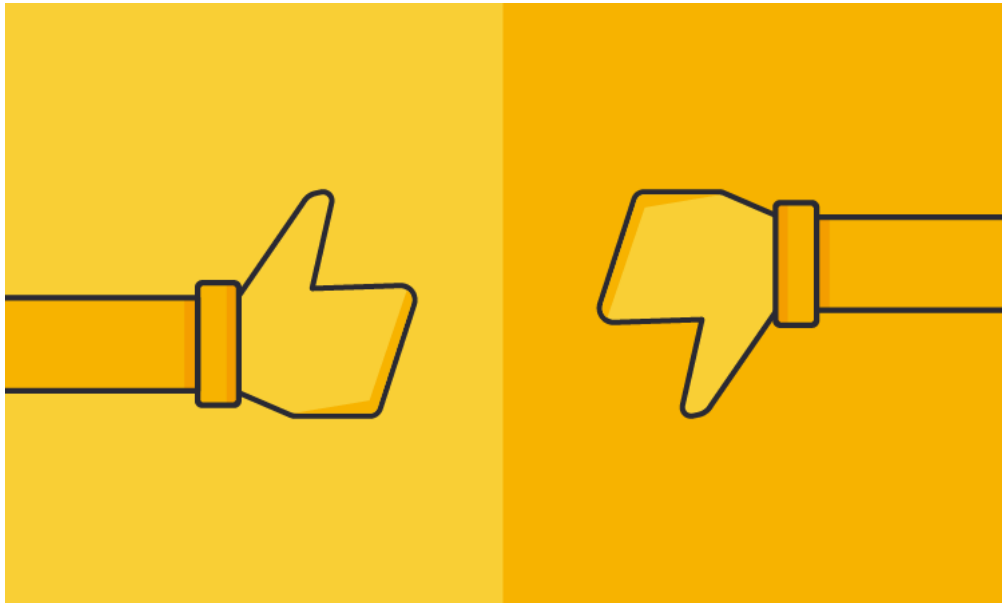
And be mindful of your volume and speed as you talk. A lot of times, **people speak more quickly when they're nervous**, so a speech that may have taken you 20 minutes to deliver in rehearsal might end up being cut down to 15 minutes when you're nervous.

Try to speak slowly and enunciate your words carefully. **Be mindful of how large the room is and adjust your volume as needed** so that everybody can hear you loud and clear.

**Note:** You can always refer back to this Lesson by going to your My Assignments tab or searching for it in your Learning Library.

## Getting Feedback

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The final step to improving your public speaking skills is to **ask for honest feedback**. This includes both when rehearsing your speech in front of friends and family, *and* after your actual presentation.

Always **close your presentations by welcoming questions or comments** from the audience, and don't hesitate to ask

fellow co-workers who were in attendance to provide you with some honest feedback on your delivery.

You might even offer up your e-mail address and welcome attendees to contact you with any follow-up questions or feedback regarding your presentation after the fact. After all, **the only way to really improve is to figure out what needs improved upon.**

**Remember:** Take all feedback constructively and not personally. By doing so and by incorporating all these other tips into your next presentation, you'll be well on your way better public speaking.

## Next Steps

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By incorporating all these tips into your next presentation, your team will be well on its way better presentations. Pass these skills along to your team to start earning some prestige around the office.

Thanks for taking this Lesson about improving your presentation skills. Before you go, please answer these questions.

Required

**What are some activities that can help you relieve stress?**



Required

**Why does it help to memorize the majority of your presentation?**

Required

**Do you have any comments or questions?**

**Remember:** To complete this Lesson and submit your responses, don't forget to select **Finish** on the right.