**10 Top Tips about Presentations**

After all you’re hard scrutinising behind the scenes, now the spot light is on you! Make the most of it and enjoy the experience.

1. **Be Yourself**

Select the style and method you are most comfortable with.

Keep calm and don’t panic!

1. **Be prepared**

Know your subject and rehearse:

Timings,

Content,

Equipment,

Aids

Use cue cards/pictures/power-point to help you. – don’t have your papers in your hands if you are likely to shake!

1. **Know your environment**

Know the room layout and seating plan:

Plan where you will stand?

Will there be background noise?

1. **Key message – keep it simple**

Why are you there?

What do you want? (eg. to agree to report).

What are the main points you want to make?

1. **The rule of 3 - Structure**

Tell them what you are going to tell them

Tell them

Tell them what you have told them

1. **The flow - Content**

Introductions (if new)

Purpose and scope – quick over view

Main points

Positive sandwich – good/bad/good

Strengths and areas to improve

Recommendations

Conclusions – key points and what you want to happen next.

1. **Timings**

Know the time allocated

Practice the timings

2 minutes a slide (if using slides)

Don’t digress/be careful of ‘off the cuff’

Time for questions – and stick to the time allocated the questions!

1. **Delivery**

Volume – don’t whisper/don’t shout.

Pace – slow and deliberate/pause for key points.

Body language – tall, confident, head up, don’t pace too much.

Eye contact- talk to the audience not the screen or the paper!

Pitch – project to the back of the audience.

1. **Visual aids**

Can add interest

Make sure they are visual!

Must be relevant!

Keep it simple

Check spelling and clarity.

1. **You’re not alone**

Get help from the team with:

Equipment

Hand outs

Timings/pace/volume – have a secret signal.

Questions

**Some Extras**

* Sit alongside the speaker ( or at the back of the room)
* If you can secure questions in advance of the board meeting – that’s useful
* You may be able to pre- meet with the service managers and chair of the board to discuss points which will be made

**Celebrate!**