

How to do PRESENT YOUR WAY TO THE TOP

THE CHEATSHEET

eve & elle

BE CONFIDENT! 3 KEY NOTES:

1. No one knows your speech. They won't notice if you add or skip something.
2. Your audience has compassion and wants you to succeed.
3. It's alright to be anxious, just turn it into a positive and think of it as excitement or enthusiasm.

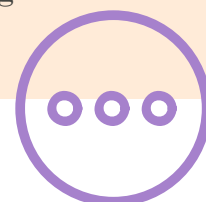
3 WAYS TO RESEARCH YOUR AUDIENCE:

1. Company Annual Reports
2. Internet search including any publications they may have written and career path
3. Interview your host before your presentation

HOW TO STRUCTURE YOUR PRESENTATION.

4 WAYS THAT WORK:

1. **Problem / Solution:** You explain the problem and then explain your proposed solution and its anticipated results.
2. **Tell, tell tell:** In Intro - tell what you will talk about, In Body - you talk about what you said you would, and then In Conclusion - you reiterate what you have told the audience.
3. **By topic:** Define your topics or points (see above) and then you talk about them in a logical order.
4. **Chronological:** In order of occurrence. A useful method in storytelling.



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5 TOOLS TO INCREASE ENGAGEMENT:

1. Ask questions
2. Pause and emphasize
3. Allow space for emotion or laughter
4. Take a little break or even shorten the presentation
5. Accept if something doesn't go as smoothly with grace. Be patient and light about it.

PRESENTATION CHECKLIST:

- Location
- How to get to where you're speaking
- Audio Visual
- Slides and remote to switch slides
- Lighting and Cameras
- Program
- Who will introduce you
- Stage
- Where you stand
- Tools like any videos you want to show
- Hand-outs like, Notebooks and pens or other props

6 THINGS TO REMEMBER WHILE PRESENTING:

1. Take your time speaking. Don't rush.
2. If you need to pause and breath use it. Pause for effect.
3. Leave your ego at the door.
4. Make eye contact throughout your speech.
5. Be passionate about the topic!
6. Respect the time.

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