Presentation skills

Presentation skills are essential in today's professional world, enabling individuals to communicate ideas, engage audiences, and convey information effectively. Developing strong presentation skills empowers individuals to deliver impactful and memorable presentations, whether in academic, professional, or personal settings.

Prior to the presentation
- **Know your material:** Research and gather information about your topic.
- **Understand your audience:**
    - Determine the knowledge level and interests of your audience and adapt your content and delivery style to resonate with them.
- **Plan your presentation:**
    - Define your objective: What do you want to achieve with your presentation? Which message do you want to deliver?
    - Structure your presentation: Organize your content logically for a smooth flow.
    - Have a backup plan to adjust for unexpected time constraints.
    - Anticipate potential questions and prepare thoughtful responses.
- **Consider the slide design:**
    - Limit the amount of text on each slide to key points.
    - Use bullet points, simple/uncluttered charts, or diagrams to illustrate complex concepts.
    - Use the same style on all slides and eye-friendly colour scheme.
- **Practice effective delivery:**
    - Rehearse your presentation in front of friends and family and ask for the feedback.
    - Stick to the allotted time frame for your presentation.

Techniques to overcome presentation anxiety:
- **Visualize success:** Imagine yourself confidently delivering a successful presentation.
- **Shift focus:** Concentrate on providing value to the audience instead of self-doubt.
- **Use positive self-talk:** Replace negative thoughts with empowering and positive thinking.
- **Don't be afraid of mistakes**, see them as an opportunity to learn and adapt.

- **Seek support and feedback:** Share concerns with trusted individuals for encouragement and improvement.
- **Practice deep breathing:** Use deep breathing exercises to calm down.
- Remember, preparation, positive mindset, and focusing on value will help you overcome worry and deliver a successful presentation.

While presenting
- **Engage your audience:**
  - Start with a compelling opening to grab attention.
  - Use stories, examples, or anecdotes to make your content relatable.
  - Encourage audience participation through questions or discussions.
- **Pay attention to your verbal communication:**
  - Speak clearly and audibly, adjusting your volume to the room size.
  - Use pauses to emphasize important points.
  - Be aware of your speech speed and avoid rushing through the presentation.
  - Vary your voice tone and pace to keep the audience engaged.
  - Try not to use filler words such as 'you know', 'mh', 'aah', etc.
- **Do not forget about non-verbal communication:**
  - Maintain good posture and make eye contact with your audience.
  - Use gestures and body language to emphasize key points.
- **Handle questions and feedback:**
  - Listen actively to audience questions and answer concisely.
  - Be open to constructive feedback and address it professionally.

Once the presentation is over
- **Evaluate and Improve:**
  - Seek feedback from trusted peers or mentors.
  - Reflect on your presentation to identify strengths and areas for improvement.
  - Keep a record of successful techniques or strategies that worked well for future reference.
  - Continuously develop your presentation skills through practice and learning.

Remember, effective presentation skills are developed over time with practice. Embrace each opportunity to present as a chance to grow and improve. Good luck!