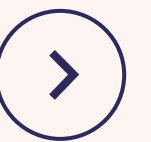# Public Speaking Workshop

Tips to help you improve your Public Speaking and Presentation skills

Step 1. Prepare

Failure to prepare = Prepare for failure.

Plan your speech or presentation. Don't go off the cuff as you'll tend to waffle instead of giving the information that you want to.

Whether you are presenting, or making a speech, having your words prepped will allow your mind to focus more.

01

Prepare well

How do you want your talk to finish?
What is the purpose of your talk?
Who is your audience?
What do you want them to remember?

Information overload will cause your attendees to become disengaged. Pick 3-5 key bits of information that you want them to remember

Content is Key

Knowing what topic you want to discuss and having key points will allow your audience to get the information that you want them to get. Your content is your roadmap from Start to Finish. You don't want any speedbumps so ensure that it is clear, easily absorbed but also plan for questions.

Write down ideas for content on a piece of paper before you commit to Powerpoint. If you are delivering a Speech, Cue cards are a helpful tool but don't put your entire speech on it! You're talking to Students, not delivering a press conference.

Have a sound structure

A poor structure will cause things to fall apart. Have a clear structure of your plan. You may get interrupted by questions or distractions. Allow yourself to remember key words so you can get back on track easily.

You're "telling a story" would you read a book with no clear structure?

Step 2. Design

What does your Presentation look like?
Will it keep your audience engaged?

02

Whilst we all love slide transitions, these can sometime become a distraction, even to you.

›

Simple slides work

Don't go Text heavy. Using bullet points will allow key pieces of information to get across.

Don't overcomplicate data. You're not Chris Whitty (next slide please)

Clear fonts and colours work. But keep it simple

Visual aids work

Everyone loves videos and photos, especially funny ones. But keep them relevant. You wouldn't use a photo of a beach on a presentation that talks about Public Speaking unless its relevant... Sea.

Keep any videos short. Unless you are doing a video presentation then obviously have it the length you need it to be.

Don't Rush.

Spend time on your your presentations and your speeches. The better designed, the easier the flow. Easier flow allows for smoother presenting.

Even a short presentation or speech should be planned. Even if you make a few notes of what you know you need to cover.

Step 3. Delivery

This is the most important part of any presentation or speech. This is the area that people want to focus on the most.

Practise makes perfect. In the Mirror, to your plants or pets, however you plan to practise, just make sure you do.

03

Start Strong

A strong start will engage your audience straight away.

Be Passionate, care about what your talking about. (It makes you feel more relaxed)

Feel free to move around (but not too much, its not a game of tennis)

If you can get someone to move the slides for you. (Practise with them)

Remember to Breathe

Don't panic. Breathe. Don't rush.

Make eye contact with your attendees and if addressing a large crowd don't focus on one area.

Be patient. If you slip up, if you are interrupted, compose yourself. Remember key words to help yourself reset.

You've Prepped, You've Practised, You've Got This!

Be Professional. Be Proud

Whether you presenting to your peers or delivering to strangers, use professional language, be gracious and keep calm.

Also be proud of yourself. Once you have finished, take a deep breathe and smile. Reflect on what you have done.

You've got this!

Don't be afraid to ask for feedback.

The only way you will improve is by:
1.   Practising
2.   Delivering
3.   Feedback

And if it the first one doesn't go how you'd like it too, don't let that discourage you.

You've Got This!!