

# Tips and Techniques

## for Presenting with Confidence and Clarity

### FIRST THINGS FIRST:

Preparation is key. There really is no substitute for rehearsal. As you gain experience, your preparation will likely become very quick. If you speak publicly less often, it may take some time, and it will be worth it to plan accordingly.

### SET AN INTENTION:

What would I like my audience to do/feel/think as a result of this? Which of my skills do I need to draw on? What energy do I intend to bring?

### PRINCIPLE: THINK LIKE AN ACTOR

- Rehearse aloud and on your feet.
- Each time you rehearse; keep it fresh. Never 'just say the words'. You are not rehearsing the words, you are rehearsing the energy, emotion and thoughts behind them.

### PRINCIPLE: GET IN THE BODY

- Rehearse standing and with movement. Rehearsing physically helps with memory, keeps the breath flowing, and will help you to feel natural and at ease during the presentation.

### PRINCIPLE: WARM UP

- Toss the beanbag, stretch, wake up your body, take some deep breaths, blow through your lips, stretch your tongue, hum a tune.

### PRINCIPLE: HAVE FUN

- Rather than being something you've got to 'get through', reframe it as an experience you want to have.

## REHEARSAL TECHNIQUES

### Breathe the 4 Corners

- see the 4 corners of the room. Really turn and look at each of them. As you do, breathe from and to each corner. Now stand in the place you'll present from. Feel the corners of the room, even the ones behind you. Maintain that awareness as you present/run thru.

### Ask "What Happens Next?"

- Rehearse aloud not word by word, but section by section. eg) First I thank the audience and introduce topic X. "What happens next?" I paint the picture of x and use the following example. "What happens next?" etc. It's fun to ask the question in a crazy professor voice:)

### Ask "Which me do I bring to this?"

We all have many versions of ourselves - responsible co-worker, party starter, clean living inspirational human, motorcycle rider, competitive sprinter etc. Explore the possibility that a particular version of you might be very useful to bring along. Sometimes particular 'you's' might resonate with different parts of the presentation.

### Stay Loose

- play catch with a bean bag as you talk it through. Be playful. Breathe.

### Title It

- Break your presentation into sections. Give each section a snappy title. Something that makes it fun to do. When you practice, practice doing the action - for example: instead of 'introduction to my work' you could use 'inspiring them with new ways of thinking' etc.

### Remote Presentations

- consider using a standing desk. Standing enlivens the voice and body, and looking & sounding awake is a good thing.
- if you do this frequently, invest in a decent external mic. For example, the Blue Snowball is inexpensive & sounds much better than the built in mic.
- Remember you are on camera. Look good, light from above, and clean up your background.
- double up on listening. Since you can't read body language as easily, you'll need to read the room through auditory clues. Purposefully carve out space for feedback, and listen acutely.
- use verbal cues. Since the audience may see your screen while hearing your voice, use verbal cues to direct their attention to anything specific. Remember, they can't see you gesture.