

Engage: Ask a Question or Toss in an Online Poll (If it Fits)

Whenever it fits your story, ask your audience to participate. You can pose a question to the people attending in-person or you can build an Adobe Connect poll to use with the online audience. Build the audience responses into your story to increase engagement.

Don't Write a Script – It's Just Us Talking

You don't have to get the words exactly right, just tell your story. If you seem to scripted – or worse yet, read your slides – the audience will quickly become bored. They can read a white paper on their own. Don't read one to them.

Remember to Breathe & Move

Public speaking makes *everyone* nervous. Pausing to take a deep breath reduces anxiety and will help you from speaking too fast. You should also move a bit – move about the stage, add some natural hand gestures – to help burn off nervous energy.



Leave the Tech to Us

You should focus on your story and the audience. We will take care of everything else. The laptop, the projector, the microphones, the Q&A process, the online polls, Adobe Connect - we will take care of any tech issues that arise.

Questions at the End – Repeat Before Answering

When it is time for Q&A, remember to repeat the question before you give your answer. That will assure that the virtual attendees properly hear the question. And it gives you a bit of extra time to formulate your brief, direct response!

1. *Actively Listen*
2. *Repeat the Question*
3. *Thank the Questioner*
4. *Brief, Direct Answer*

Rehearse, Rehearse, Rehearse (Fit Your Time Slot)

There is simply nothing better you can do to improve the quality of your presentation. Rehearse multiple times – preferably with an audience and in a similar setting. And time your rehearsals – nearly every presenter tries to pack too much into their allotted time.



Lost? Your Slides are Your Navigator

We told you that your PowerPoint slides should *follow* you. But if you ever draw a blank during your delivery, your slides should save you. They should provide that brief list of bullets that will navigate you back on path with your story. If you want notes too, great – but keep them as brief bullets too – do not script out your full talk!

**Questions?
Want to schedule coaching?
Contact Jeff Kelly at
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