

Tips for 5 to 10 Minute Presentations

by Training Design Plus



Preparation

Don't "wing it."

- Write out your notes.
- Think of questions to ask.
- Practice the presentation for timing and flow.

What are the dangers of "winging it?"

Professionalism

Don't forget that your appearance makes an impression, too.

- Dress slightly more professionally than you anticipate your audience will be dressed.
- Arrive on time, if not a little early.
- Use professional language.

**How many of you have experienced a presenter who was behaving unprofessionally?
What are a few examples of some unprofessional things that they did?**

Position

Don't stand in between the audience and your visual aids.

- Find a place to stand that is to the side of the screen, flip chart, etc.
- Ask if you are blocking anyone's view of the screen (not if everyone can see).
- If you move about, be mindful of where you walk.

What are some ways that you could make sure you are not blocking your visual aids?

Participation

Don't talk at people the whole time.

- Ask questions.
- Facilitate brief activities.
- Get people moving.

**Have everyone stand up.
If you love talking in front of groups, remain standing.
Point out that most people do not enjoy public speaking. Get help from those who do!
Have everyone sit down.
What did I just do?**

Pithiness

Don't try to cover too much information.



Tips for 5 to 10 Minute Presentations

by Training Design Plus

- Choose only a few points to cover.
- Provide a takeaway handout that covers the points in one page.
- Follow the principle that everything will take longer than you think.

What are the dangers of trying to cover too much information?

Patience

Don't be afraid of silence.

- You can use silence to encourage participation.
- You can use silence to make a point that what you said was very important.
- You can use silence (pauses) to gather your thoughts, which will help you appear not rushed.

Why are so many people uncomfortable with silence?

To recap, we covered six tips for doing 5-10 minute presentations...

1. Preparation
2. Professionalism
3. Position
4. Participation
5. Pithiness
6. Patience

I hope everyone keeps these things in mind when you are up front here next.

Well, that wraps up the presentation I created for today.

Are there any questions?



Tips for 5 to 10 Minute Presentations

by Training Design Plus



Preparation

Don't "wing it."

- Write out your notes.
- Think of questions to ask.
- Practice the presentation for _____ and _____.

Professionalism

Don't forget that your appearance makes an impression, too.

- Dress slightly more professionally than you anticipate your audience will be dressed.
- Arrive on time, if not a little early.
- Use professional _____.

Position

Don't stand in between the audience and your visual aids.

- Find a place to stand that is _____ of the screen, flip chart, etc.
- Ask if you are blocking anyone's view of the screen (not if everyone can see).
- If you move about, be mindful of where you walk.

Participation

Don't talk at people the whole time.

- Ask questions.
- Facilitate _____.
- Pass around props, samples, etc.

Pithiness

Don't try to cover too much information.

- Choose only a few points to cover.
- Provide a takeaway handout that covers the points in _____.
- Follow the principle that everything will take longer than you think.

Patience

Don't be afraid of silence.

- You can use silence to encourage _____.
- You can use silence to make a point that what you said was very important.
- You can use silence (pauses) to avoid looking rushed.