

Fearless.

Presentation Skills Cheat Sheet

MY CHECKLIST

Manage Nerves



- + Positive self-talk
- + Power pose
- + 7-11 breathing
- + Visualize it going well

Body Language



- + Strong posture – sitting or standing - and open gestures
- + Half smile
- + Evenly distribute eye contact – share the love!

Voice



- + Musicality
- + Embrace the pregnant pause!
- + Speak 20% slower

Structure & Sign Posting



- + Powerfully open and close
- + 3 key points
- + Signposting - clearly transition from point to point

Gravitas



- + Avoid filler words
- + Avoid upward inflection
- + Be clear in your message – simple and direct language

Audience Engagement



- + Storytelling & analogies
- + Vivid, emotive language
- + Visual slides – 30:20:10

Lean in to opportunities to practice presenting – inside and outside of work

Celebrate your small wins and practise self-compassion

Audience focus - imagine your audience are friends who you are trying to *help*

Know your key message and have a clear call-to-action

Turn text on slides into visuals – images, graphs, videos

Use bullet points for notes rather than a script

