

STEPS TO BUILDING CONFIDENCE FOR PRESENTATIONS

STEP 1: PLAN

A. Know Your Purpose

B. Know Your Audience

C. Know Your Approach

D. Know Your Material

E. Know Your Speaking Environment

STEP 2: PREPARE

A. Determine the Key Take-Aways You Want Your Audience to Remember

B. Create a Strong Opening-What's In it for Them?

C. Use Anecdotes, Analogies, and Examples to Illustrate Your Points

D. Pace Yourself and Leave Audience Wanting More

E. Include a Strong Close to Reiterate Your Points

STEP 3: PRACTICE

A. Practice Out Loud (Video, Recorder, Live Audience)

B. Simulate the Conditions of Your Speaking Environment

C. Practice Out of Order to Stay on Track

D. Start Out Big and Strong

E. Know Your First 60 Seconds Without Notes