



HDN MENTORING PROGRAMME
PRESENTATION CHECKLIST

Opening	<p>Try and make an emotional connection with your audience. A story, a question or a shocking statistic. Don't bombard people with too much information at the start of your presentation.</p>
Tone	<p>Speak clearly, speaking softly will make you appear unconfident. Avoid ending sentences in an escalating tone. Avoid Umm and Ah's and other fill in words.</p>
Body Language	<p>Stand within 7 feet of your audience if you can. Eye contact – don't 'surf' with your eyes, make contact with one person at a time. Confidence –</p> <ul style="list-style-type: none"> a) Shoulders back b) Arms at your sides or held in front of your body when making questions c) Hands open or slightly closed d) Smile lightly or keep face neutral e) Take long strides f) Make every movement purposeful and decided g) Treat props (notes etc.) as though they are of value h) Don't let a paper in your hand flap back and forth carelessly
Body of the Presentation	<p>Try to stick to 3 main points. It's important to engage the audience, not simply tell them everything you know. Keep your outcome in mind. You will appear more credible if you acknowledge opposing arguments.</p>

PowerPoint	<p>A good PowerPoint</p> <ul style="list-style-type: none"> a) Relies heavily on images b) Has one or two sentences per slide c) Entertains d) Enhances your presentation, but doesn't summarise it <p>A bad PowerPoint</p> <ul style="list-style-type: none"> a) Contains font smaller than 32pt b) As more than five or six lines of text per slide c) Displays a logo on every slide (your audience won't forget who you are) d) Is printed and distributed as a hand out
Questions	<p>Encourage your audience to write down questions as you go through your presentation. If you don't know the answer to a question respond by saying ' I don't have that information right now, but I would be happy to get it to you as soon as I can.</p>
Closing	<p>Always try to bring the audience back after questions to the purpose of the presentation, leaving your final message in their minds instead of some random question that someone has asked that maybe was off topic. The closing of your presentation is the last opportunity you have to give your audience something that will stick in their minds.</p>