

A graphic of a presentation window with a teal header bar containing a close button (an 'X' symbol). The main content area is white and features two overlapping text boxes: a yellow one at the top and a purple one below it. The text is centered and reads "Let's Talk About Presentation - Skills".

**Let's Talk About**

**Presentation**

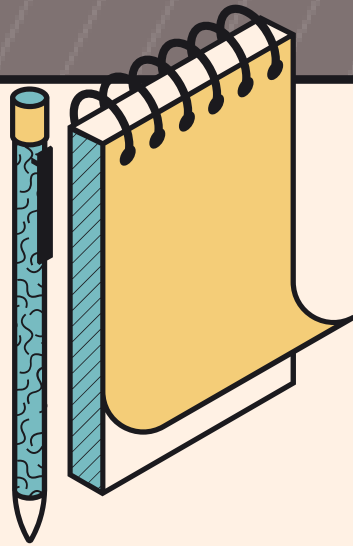
**- Skills**



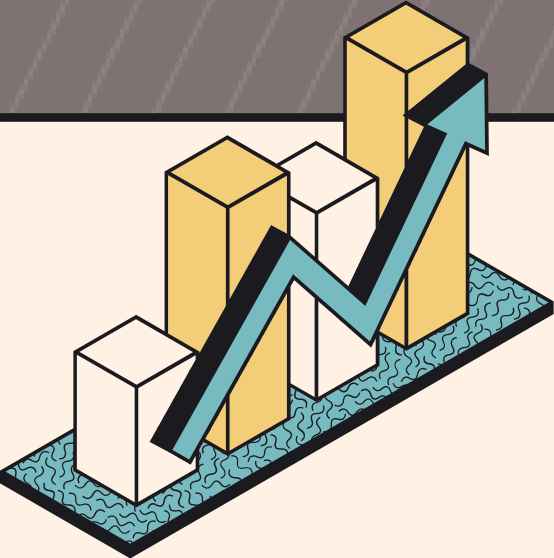
**Ruth Gray**

✕

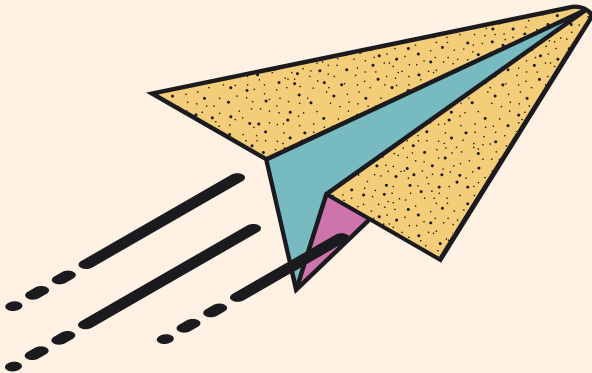
# Presentation Skills



**Preparation**



**Presentation**



**Confidence**



A stylized window-like frame with a teal header bar containing a close button (an 'X' icon). The main area is white. In the center, there are two text boxes: a yellow one with the text 'Who is' and a pink one with the text 'Your audience?'. On the right side, there is a vertical scrollbar and a search bar with the word 'search' and a magnifying glass icon.

**Who is**

**Your audience?**

search

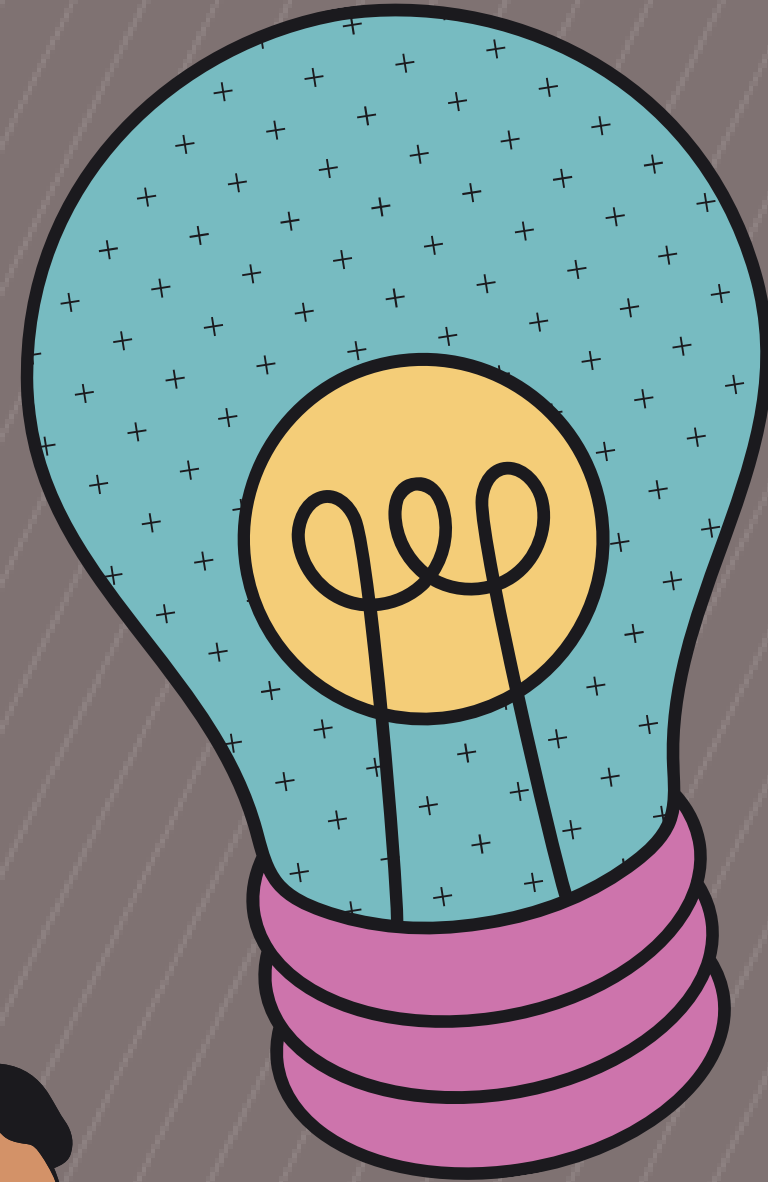


# Audience

## WHO ARE THEY?

What do they know?  
Do you need to adapt your style  
for them?  
How much depth do they need?  
Is it formal or informal?





# Preparation

## RESEARCH, PRACTICE, ADJUST

Think about what you want to say  
Make sure you have all the facts  
Make a presentation  
Practice  
Adjust as necessary till you feel  
comfortable

# Presentation



## DO YOU NEED SLIDES?

Sometimes, you don't need them  
and can talk without  
If you have lots of facts and  
figures, slides are a good way to  
help people understand

## DON'T DO LOTS OF TEXT

If they need more information,  
give them handouts  
Use simple language and images

**It's all about**

**Confidence!**



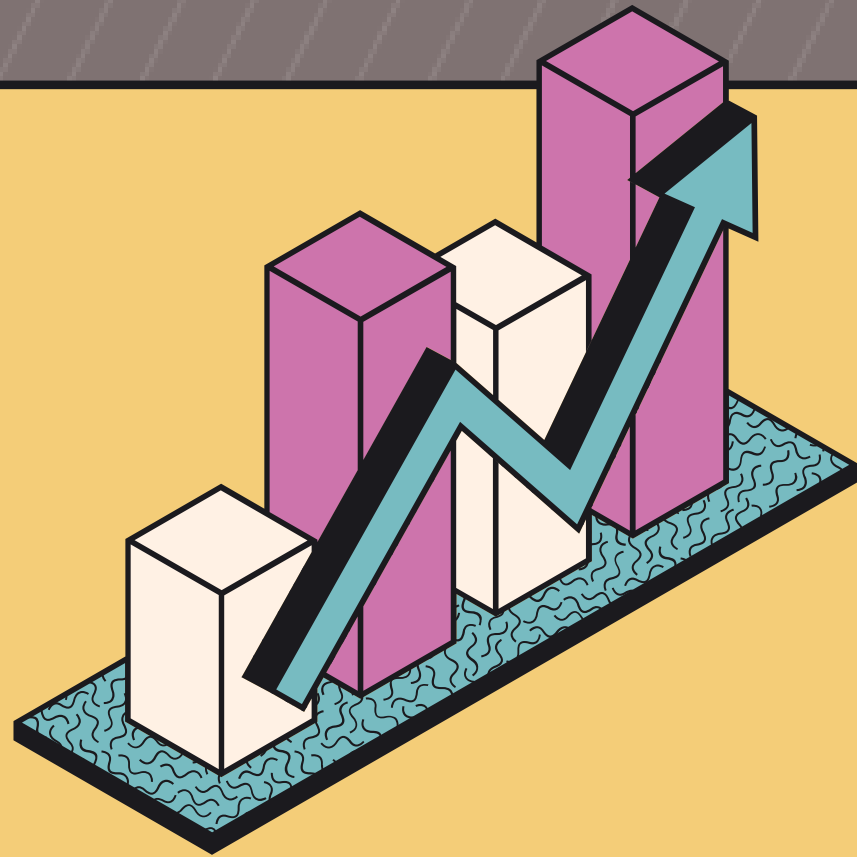
**Be Prepared!**

## **KNOWLEDGE IS POWER!**

Make sure you are really prepared, have thought about the content, and any follow up questions that there may be. Practice, in the mirror, with a friend, even just in your head!

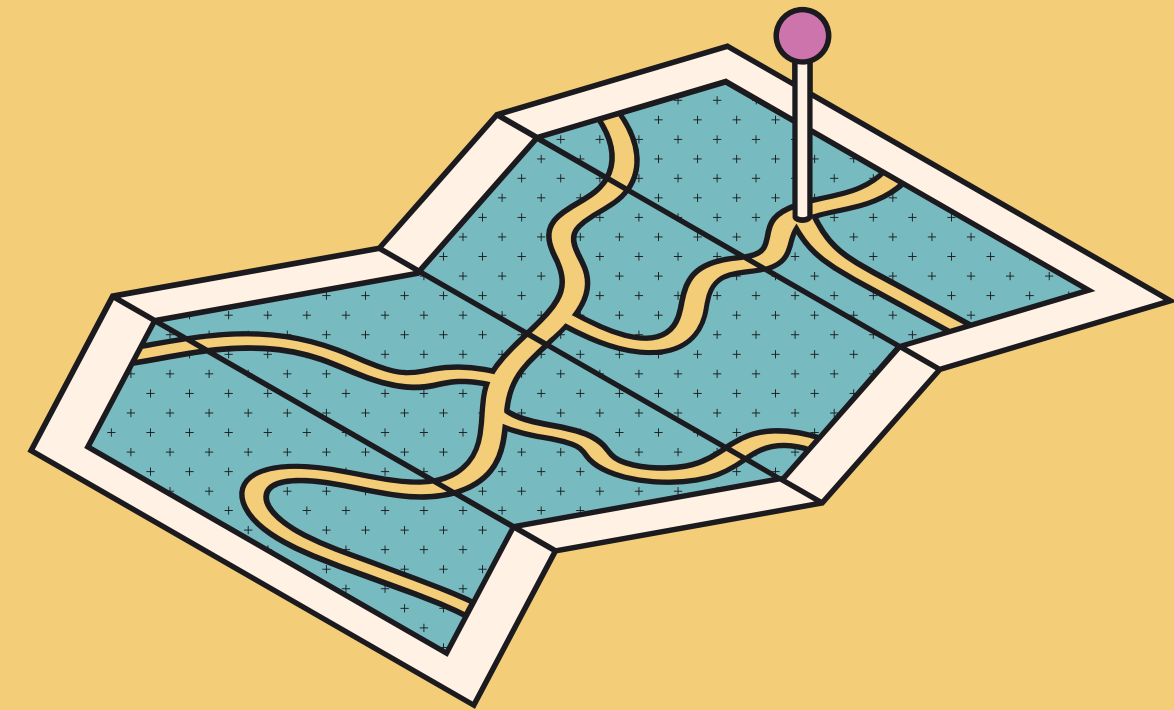






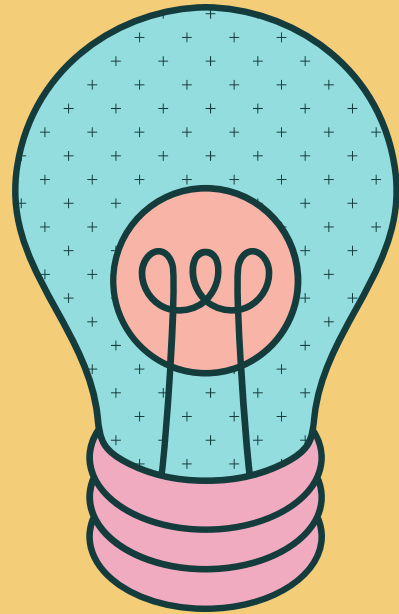
## **CHECK ALL DATA**

Make sure you are quoting accurate data if needed



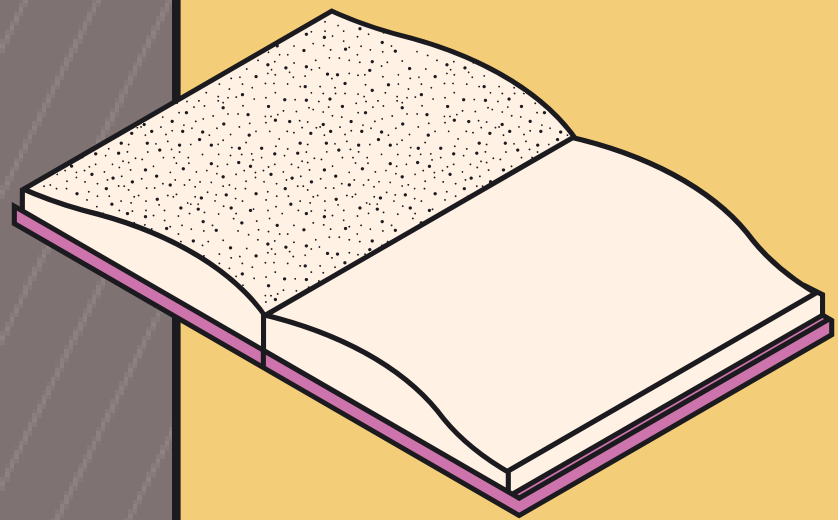
## **DON'T BE AFRAID TO SAY YOU DON'T KNOW**

Sometimes you will get a tough question, park it and come back to the person later with more info.



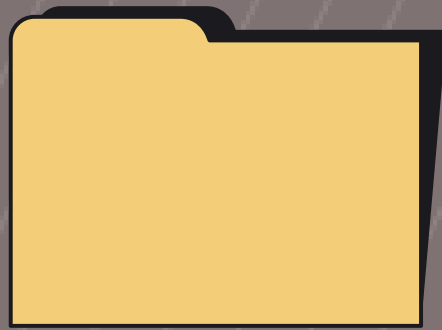
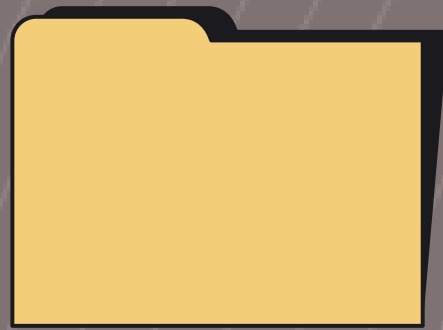
## **BE AUTHENTIC**

Put your style on things, dress in a way that makes you comfortable and confident.



## **REMEMBER YOUR INNER COACH**

Talk to yourself like a cheerleader, list your achievements, remember you can do this!



try to enjoy!

show them what  
you can do!

A presentation slide with a teal header bar containing a close button (X). The main content area is white and features two overlapping text boxes: a yellow one at the top with the text "try to enjoy!" and a purple one below it with the text "show them what you can do!".

**Thank You For**

**Listening**

