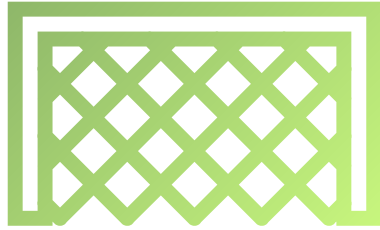


The Ultimate Presenting Checklist



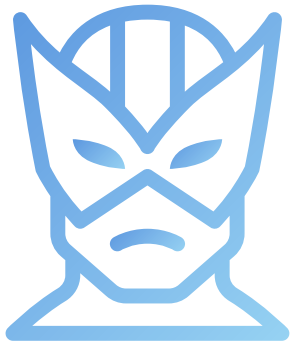


Where are the goal posts?

Before you start, ask yourself why you are doing the presentation. Sounds simple, but go a bit deeper. Is it to just inform and report to your audience, or are you also meant to inspire them? Give them confidence? Steady the ship?

Know where the real goals are beyond the obvious and frame it for your audience.





Your side kick isn't the hero of your story

Lead the presentation, don't be lead by your PowerPoint file. The best presenters and orators never rely on (or even had) PowerPoint.

PowerPoint is actually a distraction from the speaker, so use it very sparingly.





Give them takeaway

Think about the key takeaway that you want for your audience on each slide.

If they are to take a mental snapshot of the slide, how would you help them create that? For example, if it's a graph, do you need to show all the figures and data, or can you just highlight the trend? As they say, keep it simple.



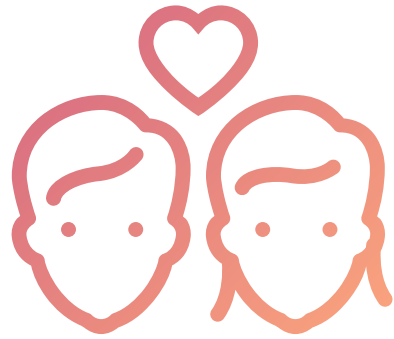


Tell a tale

Take your audience with you on your journey – build the current landscape, tell them where they are headed (and importantly, why), how they are going to get there – and what awaits them at the end.

Even the driest content can be brought to life by turning it into a story.





Right in the feels

Be passionate – or even better – show them why you’re passionate.

Enthusiasm is a highly contagious commodity and is the backbone of leading an audience.





Leave them hanging:

Pause. Even. Between. Words.

Let those words sink in. Give your audience time to reflect. Slow and steady wins the confidence race every-single-time. Try and speak with confidence, but don't be afraid if you're feeling nervous – most people are, and the audience will usually expect it too.





They're alive!

Reach out to your live audience. Ask for something from them – whether it's some questions to answer (or to just think about for a moment), a show of hands, or ask them to turn to the person next to them for a small task.

If it's getting late in the day use it to check for a pulse!





Personalise

Open up and level with your audience – show them that you're human too.

Tells stories that you are actually a part of. Personal anecdotes carry weight, and with them you'll build rapport and trust.





Funny, you should say that ...

Or not. You'll know whether you should try and inject some humour.

Prepared jokes are difficult to deliver, but funny anecdotes are easier to get a laugh from and can be related to the topic at hand.

Read your audience and know when you can have some fun with them.





What next?

What's your call to action? You've energised your audience, now channel their energy!

Get in touch with us for any assistance with your next presentation – whether it's helping with structure, writing, designing or polishing, we'll make you look even better.

Download

Printable 1-page cheat sheet version (PDF)

Contact us

theotherdimension.com





Feeling the pressure?

Give yourself time to focus on your mindset and delivery – especially if the presentation is looming. Call our special ops team, so we can manage the visuals in a way that helps you stand out when you stand up. We offer a rapid response, high quality, and we're easy to work with when you're under pressure. And we don't just do presentation support, either:

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