THINK ABOUT YOUR AUDIENCE
» Don’t teach content, teach people – focus on what is important to the audience
» Pretend you are a participant in your own session. Ask yourself:
  | What are they here to learn?
  | Why is this valuable?
  | How can this be easily applied to their career/life/skill set in the future?

PREPARE YOUR MATERIAL
» Define the learning objectives
» Provide only relevant and key information
» Determine the best method for presentation delivery

PRACTICE, PRACTICE, PRACTICE
» Rehearse your presentation!
» Familiarize yourself with the technology
» Record your presentation and watch back – what worked and what can be improved?
» Prepare yourself for unexpected interruptions (tech lapses, children, pets, etc.)

SET YOUR STAGE
» Prepare your virtual screen presence in advance so you know what you look like to the audience (Review this tip sheet: Tips for Zoom Presenters)
» Set up your workspace; clear the space of unnecessary or distracting items
» Turn off pop-up banners and sound notifications

ENGAGE YOUR AUDIENCE
» If it’s live, open your presentation with a question or poll to interact with the audience

FIND YOUR VOICE
» Use an energetic, active voice to grab and maintain attention
» Avoid using filler words such as “like” and “um”
» Use an accessory microphone for clearer sound

CONSIDER YOUR BODY LANGUAGE
» Set a neutral position; sit up straight with feet shoulder width apart and weight evenly distributed
» Use hand gestures to highlight your words
» Maintain eye contact to convey sincerity, place a sticky note near the camera as a reminder

EVALUATE YOURSELF
» Take notes right away to recall the most detail

PLAN YOUR NEXT PRESENTATION!