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Presentation tips

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The most important aspect to keep in mind when preparing is to have fun. If you're not having fun why do it?

If you're not having fun, the students will pick it, the staff will pick it and you will not want to come back.

There are 3 areas you need to focus on when preparing so you can have fun.

1. You - the speaker

You need to be prepared to speak. This includes being in the right headspace. Controlling nervous energy is important. It is not uncommon to feel nervous before speaking. This 'nervousness' is your adrenaline getting you ready to speak. It is a normal reaction and is necessary to give a great presentation. Don't call it nervousness - realise what it is – your body getting ready to perform. If you don't have the adrenalin rush you will not perform as well as you could. The problem is that most people let it control them. If you want to reduce the affects of the adrenalin, deep slow breaths will help. You can do this before and during your presentation.

2. Me - the audience

Everything you say should be focused around the audience. Even though you are speaking because of your experience and skills, the session is not about you; it's about the students. Frame your message so it is about them.

Frame your message around what they can do/achieve/enjoy. Instead of saying, 'I've had a wonderful career as a lawyer that has allowed you to influence business in SA and you can too', frame it around the students, 'If you want to have influence in SA, consider being a lawyer.'

When you frame your message around the audience they are more likely to listen.

3 - The Message

There are 3 things to consider in your message



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1. Objective - why are you speaking? It should be about what they can achieve as opposed to what you have done. Keep your objective short - less than 10 words.

2. Stuff - this is the stuff you say. Stories, statistics, examples etc. Know what stories you want to share and the reason you want to share them. Your story might be 'I went into medicine because as a child my sister was very sick. I wanted to help children get better'. The point might be 'do what drives you'.

What ever it is, make sure you have a reason for sharing your story - the point of your story. This is what the audience will relate to and remember. Use your own stories and what you did. Try to avoid always being the hero in your stories.

3. Call to action - what is it that you want them to do after you have finished speaking? Tell them. It might be to study harder, follow their dream, believe in themselves - what ever it is, you need to tell them. To give a good presentation you need to be prepared - there is no other way around it.

Being prepared does not mean having every word written out in front of you or up on a PowerPoint slide. It means knowing what you are going to talk about, and WHY you're talking about it. Don't share stories simply because you like the story or it makes you look good. Share it because it has a point the students will understand and relate too.

This is your chance to shape the workers of tomorrow. Enjoy the opportunity.