
ProSeminar Top Tips Series

Handling Presentation

Nerves

Being nervous immediately prior to making a presentation is natural and to some extent a good thing in that nerves stimulate the adrenalin and help you to perform well. Indeed if you are not at all nervous, this can lead to complacency and a lacklustre performance. However all presenters need to keep on top of their nerves. Here are a few points to help.

1. Be well-prepared and have confidence in your preparation.
2. Have good notes.
3. Know your material well and rehearse it thoroughly.
4. Be familiar with your equipment, confident that it will work as you expect, that you can handle it smoothly and deal with anything which might go wrong (e.g. have some kind of contingency).

Related Courses

- [Speaking & Presentation Skills](#)
- [Writing Reports & Proposals](#)
- [Managing Stress](#)

All courses are run regularly at our London training venue and are also available on an in-house basis.

5. Be familiar with the physical environment and practise how you are going to use the space.
6. Be confident in your presentation skills. Don't 'de-psyche' yourself by letting yourself think 'I'm a bad presenter and this is going to be very boring'. And above all, don't tell your audience that you are going to be boring!
7. Be confident in your right to present. 'I've got something to say which it is valuable for this audience to hear.' Get your inner-dialogue right.
8. Remember your audience is usually on your side and wants you to do well. They are often sympathetic and from their own experiences know how tough it can be to have to do a presentation.
9. Don't be overawed by your audience. Imagine the impressive individuals as they might have been as children wearing school uniform. (Some people even suggest that you should imagine your audience naked!)
10. If you think your audience is likely to be hostile, challenge this assumption in your own mind. Don't let a fear of audience hostility make you defensive or hostile in turn. (While some sections of an audience may be hostile, it's unlikely that the whole of the audience will be.)

Course Details

ProSeminar's [Speaking & Presentation Skills](#) covers:

- Handling nerves
- Using notes
- Meeting audience needs
- Structuring the presentation
- Making a case
- Using the body, face and voice
- Using visual aids effectively
- Choosing the words
- Question handling
- ... and more

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11. Develop and have confidence in your question handling skills.
12. Get off to a good start. Have a well-rehearsed opening section and build rapport with your audience.
13. Don't worry too much if you make a 'fluff'. Either acknowledge it or keep going. The chances are the audience will either be forgiving or won't even have noticed. Don't let one 'fluff' undermine your confidence so that one fluff leads to another.
14. When facing the audience for the first time, take a deep breath from the diaphragm. Look up, see space, smile and begin.
15. Get used to handling your nerves by getting used to doing presentations. Actively seek out opportunities to make presentations or perform in public.

And finally . . .

16. Remember that whatever happens, you will survive and that at the end of the presentation you will still be a valuable and worthy person!

Course Methods

ProSeminar's [Speaking & Presentation Skills](#) is a hands-on workshop providing participants the opportunity to practise their skills and receive feedback.

As well as undertaking a series of exercises, participants are asked to do a ten-minute mock presentation which is recorded on video for later personal analysis.

The course is suitable for all managers and professionals – whatever their level of experience and expertise as presenters

Numbers are restricted to a maximum of six participants per course.