This workshop will discuss the three important facets of presentation skill delivery:

- Mastering your presentation delivery
- Development of your presentation
- Effective use of PowerPoint software

**Presentation Delivery**

At the beginning of any presentation, be aware of the following presentation and communication skills:

- Always look confident
- Build rapport with your audience
- Be aware of use of your voice, use of space, and use of body language

As you begin to speak to your audience:

- Speak clearly and confidently
- Speak as if you believe
- Speak as if you are the expert

Monitoring body language and bad presentation habits are important. Make sure to not hide behind a podium or your notes if at all possible. Also, watch the use of placeholders (uh, um), and make sure not to rush. Make sure to:

- Engage your audience
- Maintain eye contact
- Not read from your notes

Always give an entertaining performance by:

- Giving your presentation focus
- Telling compelling stories
- Using media only to enhance
- Creating a worthy leave-behind

**Effective Use of PowerPoint**

When using PowerPoint, the most important thing to remember is not to rely on this software too heavily. You are giving the presentation, not the software.

- Reduce the number of slides
- Do not read your PowerPoint
- Be prepared for technology not to work
- Use concise key points
- Smallest font size should be 18 point (Calibri or Arial)
- Slide background should be white
- Use graphs or pictures as an entire slide versus using words

**Final Thoughts**

- Have faith in your voice
- Admit you need help and search it out
- Put the hours in (prepare)
- Leverage Experience (practice)
- Be a true version of yourself