

Successful Presentation Checklist



Read and practice each of the following and you will improve presentations!

I will:

- reflect on the audience and what I can share that may be helpful to them/their needs
- organize my thoughts and content so that my main point is clear/helpful to the audience
- visualize myself delivering a successful presentation that the audience appreciates
- rehearse by standing up and using all my visuals (video recording it if possible)
- arrive early so I can set-up and be fully present and welcoming to the audience
- breathe deeply (through my nose) prior to (and during) speaking to relax myself
- smile or appropriately match my facial expressions with my message
- release tension by genuinely caring about my audience needs
- maintain good eye contact with my audience looking for visual feedback/connections
- move purposefully with intent when I speak, to stay relaxed, natural and engaging
- enjoy the privilege of being there and sharing with this audience
- converse; see it a good conversation and talk with not at them

In summary, prepare – rehearse – breathe -converse, share your best with your audiences, and you will succeed.

Productive Training is a Michigan based, employee training provider that helps organizations improve communication, trust and teamwork for better relationships, results and employee and customer loyalty.