

# WORK HACKS

## Presentations

You may often be required to present at some point in your working career. Some jobs require this more than others, but when the time comes you want to make sure you're prepared!

And while not everyone enjoys presenting, be it through stage fright or the fear of making a mistake, we hope the following infographic will help you.



### Visuals

Visual aids are important to represent stats and other information you may be presenting.

On top of this, some people learn and engage easier through visuals, rather than simply speech.

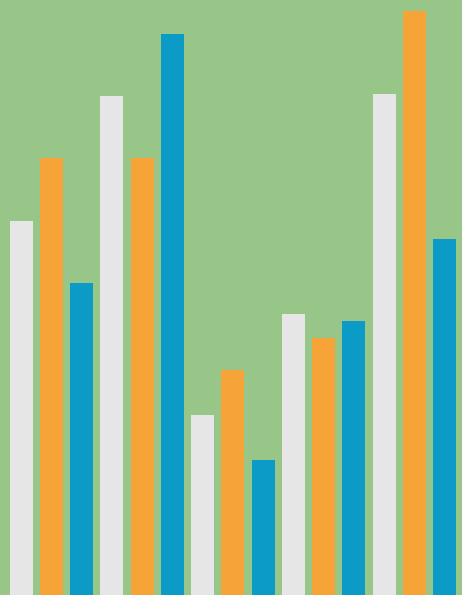
Visuals may also take the eyes off you and make you feel more comfortable!

If you do however decide not to use visuals, try not to simply stare down at your notes.

You may as well just provide a handout if you do this!

You need to show you are passionate and engaged about the topic you are presenting.

If the presenter isn't engaged and passionate, why should the audience be?



### Preparation

As they say, fail to prepare, prepare to fail!

That is why you need to make sure you fully prepare your presentation beforehand to make sure it runs smoothly.

It's recommended to practice the presentation beforehand too.

Make sure you time yourself when you do. People are busy and you may only have a short window to present.

Make cue cards also. They can act as short reminders about what you need to talk about, to make sure you don't miss anything important.

They will also stop you looking down to read completely!



### Speed

Try not to rush your presentation.

When people get nervous, it's natural for them to speed up to get the presentation over and done with.

But just remember why you're there. You're there to tell a story. To engage an audience. To speak about something you're passionate about.

By rushing, you may risk missing vital information and your audience might struggle to keep up!

Take a deep breath and relax.



### Spatial Awareness

Is the audience you are presenting to big or small?

Do you have room to move around the stage?

Is your voice loud enough to reach the back of the room?



We hope these quick hacks will help you develop in the workplace.