



Special Olympics
Ireland

Athlete Leadership

Presentation Skills

Presentation Skills



- Aim of this training is to;
 - Find out more about presentation skills
 - Increase skills & confidence
 - Appear more relaxed when presenting
 - Learn how to make an impact

Introductions



- Everyone to introduce themselves to the rest of the group and tell us all something about yourself

The 'most frightening' thing many of us are ever asked to do is –

Make a Speech

but it needn't be scary at all.



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What are presentation skills?

- Delivering a speech
- Delivering a presentation
- Telling a group about you/ your sport
- Introducing someone
- Talking to a group

Athlete Leadership Awards



- The Athlete as a Communicator;
 - Public Speaking
 - Publication
 - Presentation
 - Photography

- Has anyone delivered a speech or presentation before?



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- How do we feel when doing a presentation or speech?

Overcoming Nerves

- What sort of things do you feel when giving a speech or presentation?
 - Butterflies
 - Shaking hands
 - Sweating
 - Tight throat
 - Feeling of talking too quickly
 - Unable to pause
 - Lost track of time
 - Unable to look at group
 - Fidgeting
 - Saying 'um' and 'em'



A few tips when giving a speech or presentation...



- **Find out** where you are giving your speech or presentation and to whom
- **Think** about what you are going to talk about – get to know your subject!
- **Plan** what you are going to say!
- **Write** out your speech or if you are confident enough, **write out the main points** on cue cards!

A few tips when giving a speech or presentation...



- **Read** what is written and revise and change it until you are satisfied!
- **Practice** your speech in front of your family or friends and ask them to tell you what was good or what needs to be improved!
- **Time** your speech to be sure that it is long enough – not too long but also not too brief.

Impact



- When giving a speech or presentation it's not just what you say that is important;
 - **How you look**
(physical presence, posture, expressions, gestures, body language)
 - **How you sound**
(tone, pitch, volume)
 - **What you say**
(the words you use)

Body language

Hands



Body language

Mannerisms



Body language

Eye contact



How you sound



- Volume
- Speed
- Pitch
- Pause

Time for you to present!



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Things to remember..

- If you are using audio equipment such as a microphone, make sure that it works.
- Before going on **Relax**. Ease tension by doing exercises, a simple walk should do it.
- When you are being introduced, take a **deep breath** then breathe out slowly, relax and smile
- If there is a desk or podium, place your notes there. You might also like to have a glass of water nearby in case your throat gets dry.
- While you are speaking, **look up** from your notes now and again and make eye contact with your audience
- **Speak clearly**, not too loud or too soft



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Things to remember...

- **Concentrate on what you are saying.** Focus your attention toward your message and audience.
- **Time management.** Keep an eye on the time.
- **Speak slowly.** Speaking slowly will help you to speak clearly and make you sound on top of the subject and it will also give your audience a chance to understand and take in what you say!
- **Eye contact.** Make eye contact with the audience.

- Remember to thank the audience before you sit down!
- Oh Yes and smile at the rapturous applause



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Some possible problems

- ‘Drying up’ or not being able to speak.
Forgetting what you are talking about and your mind going blank.
 - *It happens so take a deep breath, look at your notes and start again.*
- People noticing that you are nervous.
 - *Don’t worry, remember some of the audience will be nervous too!*

Thank you
and Good Luck!