

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.

What are presentation skills?



- Delivering a speech
- Delivering a presentation
- Telling a group about you/ your sport
- Introducing somone
- 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?



 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 lanuage



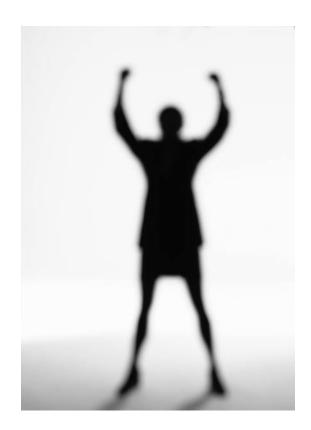
Hands



Body lanuage



Mannerisms



Body language



Eye contact



How you sound



- Volume
- Speed
- Pitch
- Pause



Time for you to present!

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

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

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!