

ENLARGE THE IMPACT OF YOUR PRESENTATION

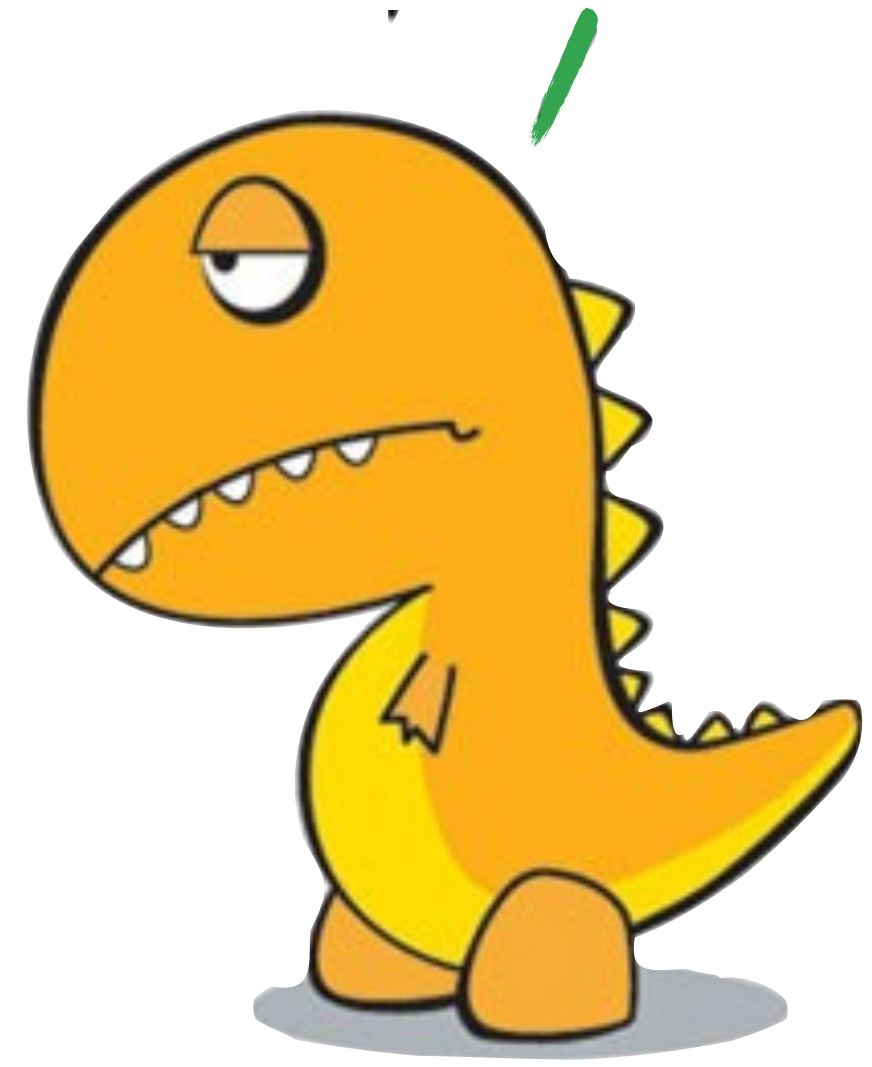
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ALLOW YOURSELF SOME SPACE

I LOVE YOU
THIS MUCH



THAT'S NOT
VERY MUCH



**YOU LOOK LIKE A T-REX WHEN YOU PRESS YOUR
ELBOWS AGAINST YOUR BODY**

CHECK OUT MICROSOFT'S STEVE BALLMER MAKING HIS WAY TO THE STAGE



**A USEFUL WEBPAGE IS ALSO AVAILABLE ON
THIS SUBJECT:**

‘WHAT THE HECK DO I DO WITH MY HANDS’

2 BE VIGOROUS & ENERGETIC

- MAKE SURE YOU SHOW COMMITMENT, INTEREST AND ENTHUSIASM
- SO BOOST YOUR ENERGY LEVEL
- IT FORMS A SOLID BASIS FOR A SUCCESSFUL PRESENTATION

CHECK OUT THIS ECONOMY TEACHER

ALWAYS BE WELL PREPARED

- SOUND RESEARCH IS NEEDED TO PROPERLY SUBSTANTIATE YOUR CONTENT
- START YOUR PREPARATION IN TIME (!)
- GOOD IDEAS AND INSPIRATION? SLEEP ON IT!
- A SOLID Q&A LIST IS IMPROVABLE
- CREATE MULTIPLE VERSIONS OF YOUR PRESENTATION, REQUEST FEEDBACK AND CHOOSE THE BEST

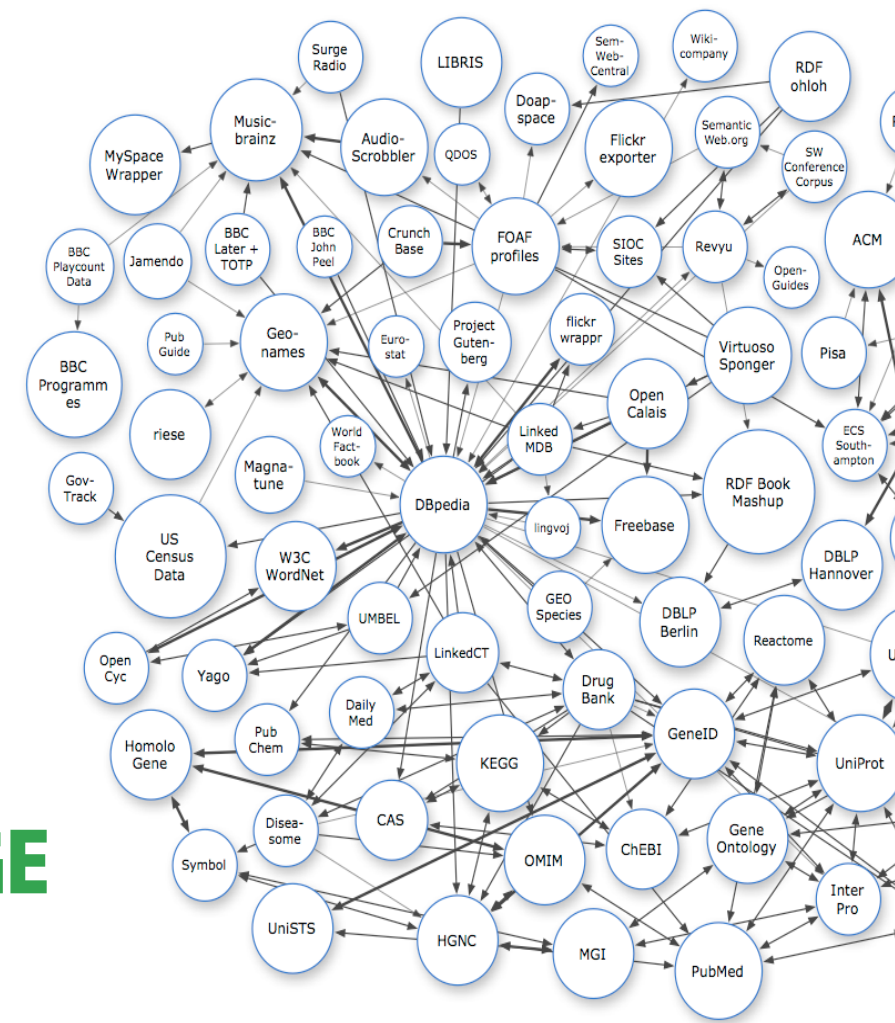
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REHEARSAL REHEARSAL REHEARSAL

- **INVOLVE COLLEAGUES AND / OR FRIENDS IN YOUR REHEARSALS**
- **BE OPEN TO FEEDBACK - THIS IS SOMETIMES PAINFUL AND DIFFICULT!**
- **GO THROUGH THE "CHOREOGRAPHY" OF YOUR PRESENTATION**
- **PAY EXTRA ATTENTION TO DIFFICULT MOMENTS IN YOUR PRESENTATION**
- **ALSO PRACTICE YOUR PRESENTATION IN COMBINATION WITH YOUR SLIDES**

PLEASE TELL A TRUE STORY

- **FACTS & FIGURES FORM THE BASIS, YOUR STORY IS THE MESSAGE**
- **TRANSFORM DATA INTO SOMETHING THAT'S SUITABLE FOR HUMAN CONSUMPTION**
- **YOU NEED THE "SOFT SIDE" OF YOUR PRESENTATION TO INDICATE THE "HARD SIDE."**



DO NOT PLAY IT SAFE

- SAFELY CHOSEN CONTENT WILL IN MANY CASES BE EXTREMELY BORING
- YOU STRIVE FOR ATTENTION AND UNDERSTANDING, AVOIDING RISKS IS NOT PART OF

TAKING NO RISK IS THE GREATEST RISK OF ALL!

BE VULNERABLE

- TRY TO STAY AS CLOSE AS POSSIBLE TO YOURSELF UNDER ALL CIRCUMSTANCES
- YOUR AUDIENCE SEES YOU THROUGH FASTER THAN YOU THINK
- TELL ABOUT MISTAKES YOU MADE AND WHAT YOU LEARNED FROM THOSE MISTAKES

PLEASE HAVE A LOOK AT [BRENÉ BROWN TED TALK ON 'THE POWER OF VULNERABILITY'](#)



DON'T TAKE YOURSELF SO SERIOUSLY

- **YOU HAVE TO SEDUCE YOUR AUDIENCE TO WANT TO SPEND TIME WITH YOU**
- **THAT WILL NOT WORK IF YOU ARE RIGID & FORMAL**
- **WITH AN INFORMAL ATTITUDE YOU PREVENT YOURSELF FROM BEING PLACED ON A PEDESTAL**

‘IF YOU’RE NOT HAVING FUN, YOU’RE NOT DOING IT RIGHT’

DO NOT OVERDO IT

- **YOUR PRESENTATION TAKES IN REAL TIME AN AVERAGE OF 25% LONGER THAN YOU HAVE PLANNED IN ADVANCE**
- **DO NOT FALL INTO THE TRAP OF COMPREHENSIVELY RESPONDING TO RESPONSES FROM THE AUDIENCE**
- **THINK IN ADVANCE WHICH PARTS OF YOUR PRESENTATION YOU COULD DELETE IF YOU RUN OUT OF TIME**

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TAKE IT EASY

- WHEN YOU ARE CALM, YOU CONVEY THAT FEELING TO YOUR AUDIENCE
- IF YOU ARE IN A HURRY, IT WILL BE AT THE EXPENSE OF THE POWER OF YOUR MESSAGE
- IF YOU ARE CALM, THEN YOU FORMULATE BETTER. OR DON'T YOU?

S-L-O-W-D-O-W-N!

• PLEASE SEND ME YOUR TIPS & TRICKS



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