Introductory Presentation

Audience	o Who will be in the room? o What do they care about? o Is your presentation covering all of their concerns?
Content	o Have a great introduction! Use a story or joke at the start to put you at ease while creating a good first impression with the audience o Have an introduction and conclusion o Focus on the customer's needs
Add Flare	o Change the pitch, tone, and volume of your speech o Engage the audience with questions, examples, samples, or jokes o Use visuals, and try to use more than just PowerPoint
Prepare	o Practice 10 times o Show up early o Bring handouts in case the presentation doesn't work or there are technical difficulties
Delivery Tips	o Smile o Keep eye contact o Make sure people can hear you by speaking loudly and clearly o Try not to do anything distracting such as leaning on something, fidgeting with papers, swaying, etc. o Use hand movements that match what you are talking about o Ask for questions throughout the presentation, but have a watch on you to make sure that you still keep it within your limit