

5 Essential Tools for Your Next Business Presentation



1. Preparation

- Don't underestimate preparation time.
- 80% of your time should be spent on how you're going to deliver your slides and only 20% on the content itself.
- Draw your presentation out before you start using it, to visualize the vision of the presentation before going into it.
- Presentation could be way more time consuming than actual delivery.



2. Persuasion

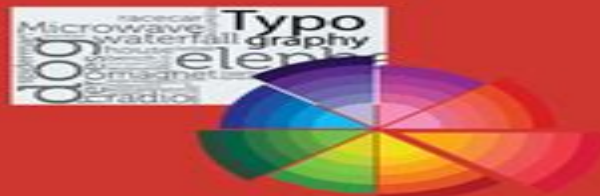
- Use of gestures: Use your hands to be convincing
- Remember who your audience is and put yourself in their shoes when putting your presentation together. This includes being aware of language, visuals, timing and attitude.
- First impressions are everything! Make sure with the first 30 seconds of your presentation that you persuade them to stay along for the rest of your time.

3. Story Telling

- Use humor. If you are good at telling humorous stories use this to your advantage because they keep your audience's attention.
- Use high quality images and graphics to enhance your stories.

4. Captivating Visuals

- Presentable typography
- Utilize color guide:
 - excitement, alert
 - Green** – growth
 - Yellow** – confidence, warmth, wisdom
 - Orange** – dignity, sophistication
 - White** – professionalism, new, innocence
 - Blue** – truth, trust, justice
 - Black** – authority, strength
 - Orange** – action, optimism
 - Brown** – friendliness, warmth
 - Grey** – integrity, maturity
- Create custom-made templates with modern designs/aesthetics.



5. Keep it simple yet effective

In this case, Less is more!



Successful Business Presentations

M Lipman



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