

**ON - THE - JOB TRAINING RECORD  
CONTINUATION SHEET**

Date of Training: \_\_\_\_\_

Lesson Category: Making an Effective Presentation

Lesson Title: Skills Needed to Deliver a Successful Group Presentation

Student Materials/Activities:

1. Students were instructed to listen to the audio “Skills Needed to Deliver a Successful Group Presentation”
2. Students were instructed to complete the Sales Success Worksheet.

Learning Objectives:

1. To identify and discuss 12 tips for making a successful group presentation.
2. To have the participants identify their greatest challenges when it comes to making a group presentation.

Lesson Outline:

1. Identify and discuss 12 tips for making a successful group presentation.
  - a. Know what you’re getting into before you get there: Consider the audience, when you’re presenting, room arrangement, the message and how much time you’ve been allotted to speak.
  - b. Develop an internal advocate: Find a friend who will be in the audience who can support you, introduce you and offer you feedback after the event.
  - c. Carefully prepare your presentation: Plan on speaking extemporaneously and be prepared for any contingency that could come up. For example: AV equipment that doesn’t work.
  - d. Arrive 45 minutes early for the presentation: Allow yourself adequate time to setup the room, distribute materials, develop a comfort level and make any required last minute changes.
  - e. Visualize yourself being successful: Rehearse your presentation until you know it cold, and keep picturing yourself putting on a great show.
  - f. Check, double-check and triple-check: Make sure everything from the AV equipment and seating to the lighting, heating, and air-conditioning systems are setup and working the way you want them.
  - g. Check your uniform: Find a mirror and be sure you look your best.
  - h. Greet as many participants as possible as they enter the room: Attempt to develop a sense of trust and mutual appreciation with your audience, and start to look for which guests might be potential allies or adversaries.
  - i. Keep your presentation simple: Make your message fit your audience and limit it to three main ideas. Establish ground rules such as timing of questions. Plan your presentation so it ends on time or early.
  - j. Don’t turn down the lights: You don’t want your audience going to sleep.
  - k. Never apologize: Chances are any mistakes you make won’t be noticed by the audience anyway. If they are pointed out, acknowledge and move on.
  - l. Close your presentation with power: Summarize your main point, end on a positive note, give the audience something to do, thank the people for attending and end on time.
2. Using the Sales Success Worksheet and the questions on page 2 of the Manager’s Meeting Guide, the leader will conduct a guided discussion concerning some of the participants’ greatest challenges when it comes to making a group presentation.

LAST NAME - FIRST NAME - MIDDLE INITIAL