

AUDUN

Executive Presentation Checklist



10 Tips to create a powerful
and compelling presentation.

Introduction

We all know how effective a great presentation can be, so why bore the audience with a poorly designed one. It can destroy a business case and shatter the confidence of the presenter when it all goes horribly wrong. Keep your presentation clear, cite credible data, and compel your audience to act.

When the presenter focuses on these 10 tips, it opens the door for a compelling delivery that's void of confusion, uncertainty, and too much data. Provide an authentic and engaging delivery every time.

The Checklist

1. **Purpose:** Clearly define the purpose of your presentation and what you want to achieve.
2. **Audience:** Identify your target audience and tailor your presentation to their needs and interests.
3. **Content:** Ensure your content is relevant, informative, engaging, and supports your purpose. Use data, facts and examples to support your points.
4. **Structure:** Organize your content in a logical and easy-to-follow narrative. Use headings, subheadings and bullet points to break down your presentation into manageable chunks.
5. **Visuals:** Use visual aids such as images, graphs and charts to enhance your presentation and make it more engaging. Ensure they are high-quality and relevant.
6. **Delivery:** Practice your presentation delivery to ensure you are confident, clear and articulate. Use appropriate body language, tone and pace to convey your message effectively.
7. **Time Management:** Keep an eye on the time and ensure you stay within your allocated time slot. Allocate time for questions and feedback at the end.
8. **Rehearse:** Practice your presentation in advance to ensure everything runs smoothly on the day.
9. **Equipment:** Check all the equipment you need is working correctly, such as the projector, microphone, and laptop.
10. **Feedback:** Welcome feedback from your audience and use it to improve future presentations.