

Don't fear public speaking – it's your time to shine

MOST people will panic and become riddled with fear as soon as they know they have to do a presentation or speech.

This can lead to sleepless nights and anxiety where they either over or under prepare.

It's now under that 97 per cent of the population try to avoid ever getting up in front of an audience.

Corporate speaker and *How to Get Out of The RUT Race* author Phil Schibeci shares five simple steps to take all the time and pain out of preparing for any presentation.

1 SPEAK ON A TOPIC YOU ARE PASSIONATE ABOUT

This way you don't have to do as much legwork with the research and you will enjoy presenting it. If you enjoy it, so will the audience.

2 BE CRYSTAL CLEAR ON YOUR MESSAGE

It's crucial to know what you want to leave the audience with. What do you want them to take away from your presentation?

3 WORK OUT THE FIRST WORDS THAT YOU WILL SAY

The beginning of any presentation is the most challenging because this is when you will be the most

nervous and the audience will be the most sceptical. So it's important for you and them that you make a solid start.

Knowing exactly the first sentence that will come out of your mouth will fill you with confidence. I like to start by asking the audience a closed question by a show of hands.

4 LIST THREE POINTS THAT YOU WILL SPEAK ON

Three bullet points is all you need. Remember, this is a topic you know intimately because you are passionate about it. You don't need to write down what you are going to say as that is too much work and during your

presentation you don't have to remember what it is you wrote down. Not having to remember this is one less thing to worry about as there's nothing you can forget to say.

5 KNOW HOW YOU WILL FINISH

This is the message that you worked out in step two. Write this out and practise it as much as you can prior to the presentation. I like to use quotes from famous people that relate to my central message as part of my conclusion.

So remember: the only parts of the presentation you have to write down and practise are steps two and five.

