

## Dealing with Nerves

Here are a few tips on how to deal with your nerves.

1. Be at ease and relax. They want to listen to you.
2. Breathe deeply as you walk towards the venue.
3. Mentally rehearse the sequence of your presentation.
4. Use the self-fulfilling prophecy.
5. Arrive early so that you can settle in.
6. Dress the part and look professional.
7. Try to anticipate questions.
8. Check all of your support equipment beforehand.
9. Create a physical setting you feel comfortable with.
10. Use your prepared session notes.
11. Establish credibility at the beginning of your presentation.
12. Give your audience an outline of the events and topics.
13. Motivate the group to want to listen to you.
14. Use brainteasers as an opening.
15. Practice your session beforehand.
16. Use your tension to enhance your performance.
17. Move around.
18. Warm your voice up before starting.
19. Keep eye contact with all of your audience.
20. Be comfortable with the arrangement of your resources.
21. Practice with your training aids.
22. Research and know your topic.
23. Use unobtrusive isometric exercises.
24. Attend appropriate presentation or public speaking courses.
25. Remember your audience's attention span.
26. Use all of the principles of adult learning.
27. Find out in advance who your participants are.
28. Admit your mistakes, but only if you make them.
29. Always appear to be enthusiastic.
30. Use a video or tape recorder to evaluate your performance.
31. Develop your own style of presentation.
32. Get feedback from your audience.
33. Don't read from the text.
34. Don't have a heavy night before a day of presentations.

(Kroehnert, G.: 100 Training games. Roseville, AUS, 1991, p. 101)