

# TOP TIPS: DIGITAL PRESENTATION SKILLS TRAINING

## TOP TIPS

- Choose the platform you prefer to use wherever possible
- Familiarise yourself with the chosen platform as much as possible before you use it for real
- Practice, practice, practice – run through your presentation/discussion with a friend or colleague
- Do your preparation – always have good, clear notes to refer to on the video call
- Decide in advance the outcomes you want to achieve – what is your ‘call to action’?
- What are the key messages you want to deliver? Limit it to three maximum, any more and you risk them being lost
- Be open, honest and transparent
- Take the opportunity to listen and get feedback from residents, businesses and other stakeholders
- Take notes and consider recording the session if your audience is happy to and it is appropriate to do so
- Review your sessions and make changes where possible
- Score yourself out of 10 and make notes on things to do more of/less of next time
- Tell your story confidently. Local government does an amazing job – this is your chance to share your story
- Trust and satisfaction levels in local government are at an all-time high – build upon this opportunity
- Be confident in your delivery and enjoy it

Watch the full training video here

<https://www.youtube.com/watch?v=J3EkjPTHS6c&feature=youtu.be>