



4 Tips for Giving Team Presentations

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We all know that when a team is involved, that team is only as strong as the weakest member. This is especially true in team presentations as people tend to focus on the flaws. In order to create an impressive image of your organization, every team member must be prepared, organized and professional.

4 Tips for Giving Team Presentations:

1. **Thorough Planning** - Every team member must be prepared; otherwise, the presentation will come across as disorganized and sloppy. Allow enough time to prepare for the presentation during the time leading up to the presentation as well as on the day of the presentation. Arrive early and test any equipment you will be using to avoid any surprise glitches later.
2. **Smooth Transitions** - Be sure to have smooth transitions between members as well as segments of the presentation. If members are shuffling around too much, your audience will be distracted. Also keep in mind that if you are using a slideshow presentation it is best to have one person operate the slideshow as to not distract your audience. Furthermore, if your presentation material seems to jump around, your audience may be confused. Maintain smooth transitions for all of these elements and your presentation will flow smoothly.
3. **Logical Sequencing of Subject Material** - If your team does not meet to plan the presentation and develop smooth transitions, it is unlikely that your material will be logically sequenced. Logical sequencing of material involves putting things in order in such a way that they make the most sense to your audience, keep your audience engaged and present a clear message of what the presentation is about.
4. **Professional Message and Image** - Despite how prepared you are, if your team members do not appear professionally dressed and groomed, your presentation might not be taken seriously. Take the time to appear at your best so that each of you may present a professional image of yourselves and the company. When presenting, speak clearly and at a normal pace. Be sure to use business language that the audience will understand and stay away from slang terms.

The Four Core Competencies for Giving Team Presentations:

1. **Communication** - Each team member must be able to communicate with each other as well as with the audience.
2. **Teamwork** - The team leader must be able to organize work tasks, people, and resources in order to achieve the organization's goals. Each team member involved in the presentation must be able to organize their time and resources to accomplish tasks before the deadline.
3. **Vision** - Each team member should be motivated by a vision of what could and what should be, regardless of what is, for them and their organization.
4. **Professionalism** - Each team member must project an image of maturity and integrity that creates credibility.

Summary: Team presentations can be difficult if every team member is not on the same page. Have frequent meetings to prepare together for the presentation so that everyone knows what to expect and what their part in the presentation is. Teamwork is crucial to a cohesive and professional presentation.

"Talent wins games, but teamwork and intelligence wins championships."

- Michael Jordan

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