

## Quick Guide: How To Present Ideas at Meetings

Presenting ideas at meetings can be nerve-wracking but it is often something you may be asked to do. Here are the **top ten tips** using the **3Ps method** below to help you prepare and deliver a winning idea at your next meeting.

### Preparation

1. **Plan and prepare your idea.** Know what the objective is you are trying to achieve and jot down the key points that you want to make.
2. **Think about your audience** and how the idea will impact on them. Think about the questions they may ask or objections they may raise and how you will handle these.
3. **Structure your key points** into a logical order. Have a beginning, middle and end to your presentation. Have solutions and suggestions. Show conviction in your idea by having an action plan of how to easily implement it.
4. **Prepare a power point presentation** to support your idea. Prepare a handout to help explain your idea and to leave your audience with something to take away.

### Practice

5. **Practice makes perfect!** You've planned and prepared carefully so now do a practice run through.
6. **Check** that the objective is clear; that the key points flow logically into solutions; that the content is aimed at your audience; that your slides and handouts are all correct; and that it all fits into your allocated time.

### Performance

7. You've planned and practiced – **now you need to perform!** Ask yourself, 'If I were an audience member, what would I like to see in a presentation? What would I consider a good presentation?' And adjust yours and you accordingly.
8. If you are showing a power point presentation **make sure everything is working.** Be sure you're comfortable using the equipment. And be prepared for it not working on the day!
9. **Avoid fiddling** with your hands, jewellery and notes or saying 'um' or 'er' between points. Instead, remain quiet, gather your thoughts and continue speaking when you are ready. It will give your audience time to take in what you have said.
10. **Be natural.** You've thought about, planned and prepared what you want to say, so now show your belief and confidence in your idea. Speak up, smile and look at your audience. Try to enjoy your performance.

Good luck with your winning idea at your next meeting.

Related Course: [Presenting In Meetings](#)

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