5 Tips for Conducting a Successful Team Presentation

Now more than ever, business professionals are being asked to give presentations with teams. Everyone on your team must hone their presentation and preparation skills for these types of team presentations to be effective. Professional team presentations involve thorough planning, smooth transitions, logical sequencing of subject material, and the ability to create a coherent professional message. Here are 5 steps your team should follow in order to have a successful presentation.

1) Powerful Opening - Open up with a bang. You want to immediately engage your listeners and set the tone for the presentation. Make sure to plan your statement carefully and deliver a startling statement (statistic or fact) that you can drive home with sincere appreciation.

2) Introduction - After your opening, you should always briefly overview your agenda for the presentation and introduce all the members of the team. There are two different ways you can go about your introductions. The team leader can briefly introduce each member of the team and their respective role in the project, or each person can briefly state their own name and what their role will be in the project.

3) Handoffs - Part of your preparation for the presentation should go towards planning your handoffs. A poor handoff may slow down the flow of your presentation and confuse the audience. To help ease the transition, you should keep to a strict time frame for each speaker and use verbal cues to indicate that the next speaker is coming up: "In a minute, Bob will tell us how the timeline will work." As a presenter, make sure you are listening so that you hear your cue.

4) Team Question and Answer Session - An effectively facilitated question and answer session will leave a lasting and positive impression on your listeners. It is important in a team presentation to plan and prepare for this session. Take some time to predetermine which questions/subjects of questions will be answered by which team member. Also, determine a cue that will let your team members know to add on to your point.

5) Close with an Impact - It is important that you end your presentation on a high note. The closing of your presentation will reinforce the message you want your audience to take away with them. You want to have one person, typically the leader, close for the team. At the conclusion of the closing, make sure that you efficiently gather any materials and equipment that you used.