



# Virtual Presentation Mastery Checklist

## 25 Secrets to Go From Dull to Dynamic

0/30 completed



### Task

- YOUR OVERALL PRESENTATION**
- You have a clear CENTRAL THEME for your presentation
- You are clear about what you want the listener to THINK, FEEL or DO
- Your theme RELATES to the audience's problem or challenge
- Your presentation ISN'T FOCUSED on slides from start to finish
- Your slides are centered around IMAGES, with few, if any, words
- You use SHORT VIDEOS to support your main idea
- PHYSICAL SPACE**
- Your speaking area is WELL-LIT, not under or over-exposed
- Your background is FREE FROM DISTRACTIONS
- Your camera is at EYE-LEVEL
- You're comfortable PRESENTING TO THE CAMERA
- Your speaking area is FREE FROM DISTRACTIONS
- PRE-EVENT PREPARATION**
- You have a reminder in place to guarantee you PUSH THE RECORD BUTTON
- You ENGAGE YOUR AUDIENCE before your presentation begins
- You have a CO-HOST to help you
- ATTENDEE ENGAGEMENT**
- You often check-in with attendees
- (If applicable) You use SPOTLIGHT COACHING to demonstrate your expertise
- You ask for attendee TAKEAWAYS and ACTIONS near the end of your presentation



# Virtual Presentation Mastery Checklist

## 25 Secrets to Go From Dull to Dynamic

0/30 completed



### Task

You have scheduled 5 to 10 minute breaks in the presentation (if it's longer than 90 minutes)

### USE OF YOUR VIRTUAL PLATFORM

You're comfortable MONITORING THE CHAT BOX

You're comfortable sending attendees to BREAKOUT ROOMS

You've created POLLS WITH RELEVANT QUESTIONS for attendees

You smoothly CHANGE THE VIEW every 3 to 5-minutes

You use a standing pad if you STAND when you give your online presentation

### ADDITIONAL IDEAS

You've practiced and rehearsed your presentation until you're COMFORTABLE

You have a BACKUP PLAN if your slides, videos or other technology fails

Copyright Speaking CPR MMCCXXI