



Team Presentation Tips

More is Not Merrier When It's Time to Present

The more speakers involved, the more likely the presentation will come across as being choppy. Balance the need to give everyone “face time” with the need to effectively communicate the message.

Put Your Minds Together

Team presenting brings with it the advantage of group creativity. Too many teams divide up the presentation and then work on their individual parts in isolation. Brainstorm together and agree on roles, i.e. who will “own” the call/meeting?

Remember: It's One Presentation

A well-developed and executed team presentation comes across to the audience as a single piece. A single narrative should run through all the material, to the point that one person could deliver it without appearing to have multiple personalities.

Avoid Trouble in the “In-Between” Areas

When the team practices (a crucial step – and even more so for virtual meetings), take extra time to work out the verbal hand-offs between speakers. These transitions should be practiced until the narrative holds up without any hint of a stall.

Refer to the Other Speakers

It helps draw the presentation together if the speakers refer to what their teammates have already said or will soon be covering. Such references link ideas and contribute to the presentation's overall cohesion.

This is Not a Competition

A team of great presenters can give a poor performance. This often happens when competition among the presenters goes unchecked. Address this issue early and keep an eye on it during practice. A group of determined stars is not a team.

Have a Q & A Plan

Decide in advance how to handle the Q & A period so that it is smoothly coordinated. One option is to have a team leader field all questions and direct them to the appropriate team member. Another option is to assign responsibility for topic areas. What you don't want is an awkward silence as everyone tries to work out who should handle a particular question.