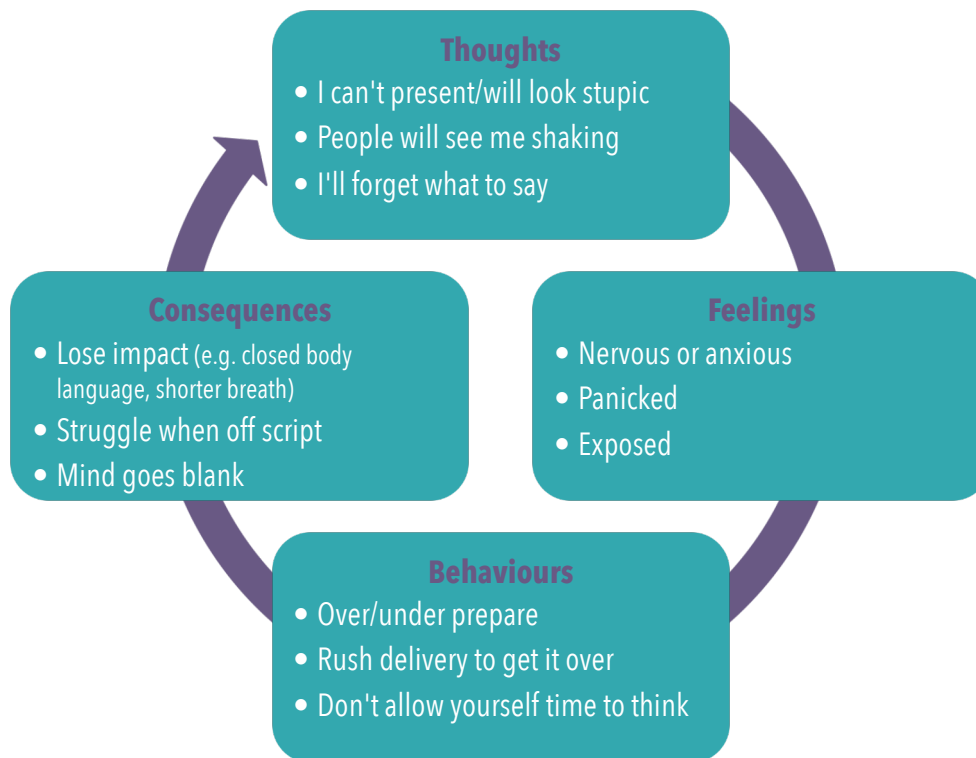


Resource Hub – Presentation skills

Negative thinking is often what trips people up when presenting and gets them on a downward spiral. Here is how it happens and some thoughts on how to tackle it.



Breaking the downward spiral

Are you making any thinking errors?

Self labelling – giving yourself or your presenting a negative label e.g. 'I'm hopeless', 'I'm a waffler'

All or nothing thinking – such as believing that if something goes wrong or you forget to say something you are a failure

Magnification - exaggerating your imperfections e.g. 'I'll be paralysed by fear if I have to present to more than a few people'

Minimisation - shrink own strengths and good points e.g. 'It only went ok because I did hours of preparation'

Jumping to conclusions – interpret events negatively even if no facts support it e.g. 'The audience was disinterested'

What evidence is there about how you have presented to date? -

Validation - Does it 100% support my thoughts? Is there evidence to the contrary?

What alternative views are there?

Validation - What ways of seeing this would be more helpful to you? What might colleagues say?

What action can you take?

Thoughts – Seek positive replacement thoughts where your beliefs might limit you or impede performance

Visualise – Visualise how you might successfully complete a particular presentation, look in the mirror, video it

Physical – Take conscious breath, increase the distance between your shoulders and ears, plant feet hip distance apart

Focus – Focus on the moment and what you can do now (without worrying about the past/what is to come), allow yourself space to think