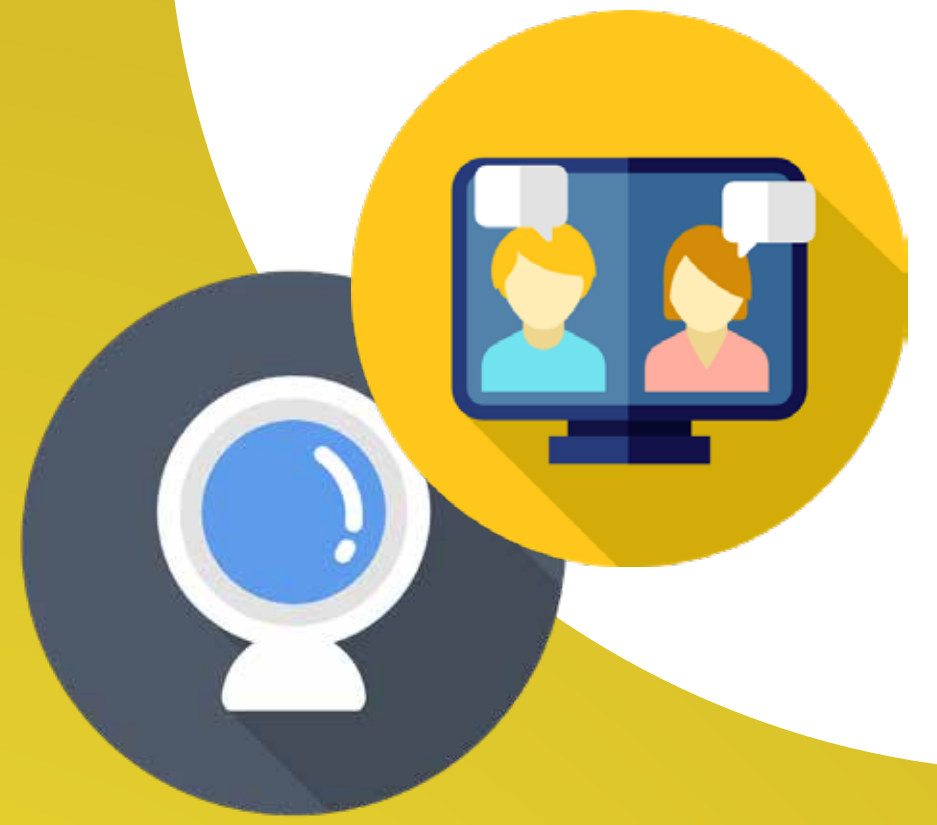


TOP 21 TIPS



To Make You An Awesome
VIRTUAL PRESENTER!

Wendy Lee

*Professional BrandImage
Consultant*

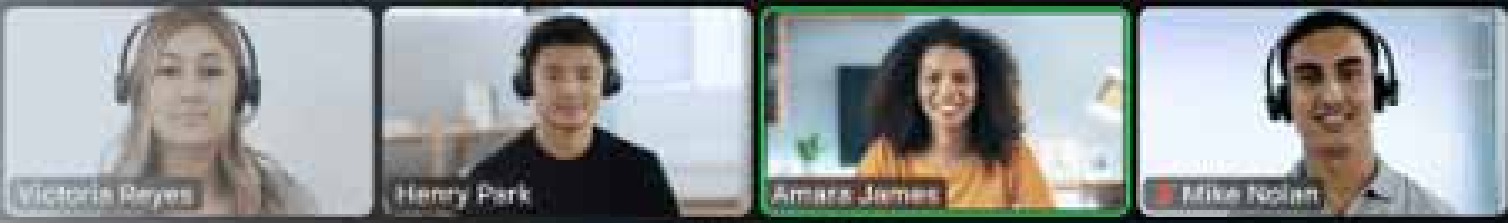
 **016 226 8676**

Nadzrin Wahab

*Professional Learning
Facilitator*

 **016 308 5789**





TIP 1

SEEK STYLES WITH SLEEVES






Wendy Lee | Professional BrandImage Consultant



It may be tempting to wear a sleeveless blouse due to our hot and humid weather, but be careful when you are on an important conference call.

In virtual calls, when screens are small, and all we see is your upper body, showing too much arm can make it seem like you are showing too much skin.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 2

A FOOL WITH A TOOL IS STILL A FOOL






Nadzrin Wahab | Professional Learning Facilitator



There is always the temptation to use many different online tools to impress your audience.

Kahoot! Mentimeter, Jamboard, Padlet: these are all fine but the tools are only as effective as you. They are merely aids, but the presenter is still you!

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 3




WHEN IN DOUBT, A BLAZER HELPS!



Wendy Lee | Professional BrandImage Consultant

When you conduct virtual training, ask your attendees to switch on their cameras. It will be much easier for you to interact with other people in virtual classroom, because you can see all reactions. It's important because you can have your training under control and feel more self-confident.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 4

DESIGN FOR THE LOWEST COMMON FUNCTIONALITY






Nadzrin Wahab | Professional Learning Facilitator



With virtual, not everyone in your audience will be attending using the same technology or have the same connectivity.

Some are coming in using their phones or worse, are on their PCs with no cameras or mics. Design the interactivity of your session to accommodate.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 5




DON'T SIT UNDER A YELLOW LIGHT



Wendy Lee | Professional BrandImage Consultant

If you sit with your back against the window or have any light shining from behind or from above you, it will cast an eerie shadow on your face, making you look like Valak in the horror movie *The Nun*. So, make sure you have your light source facing you.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 6

CREATIVITY TRUMPS WHATEVER IT CREATES






Nadzrin Wahab | Professional Learning Facilitator

You've designed your presentation to be perfect! Now to deliver it. "Oh no! Why can't I show this video? Are my slides deleted? This is terrible!"

Well, those are things you created to help you present. Whatever you say and what impact you make, is the actual presentation. Share your story, not just your slides.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 7

PICK PLAINS OVER PATTERNS






Wendy Lee | Professional BrandImage Consultant

Although patterns can make any outfit stand out, they may not translate well on camera. Avoid small, busy patterns if possible. This is the time to leave your polka dots or Dalmatian prints at home.



 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 8

VARIETY CREATES INTEREST WHICH CREATES MOTIVE



Nadzrin Wahab




Professional Learning Facilitator



The human brain loves variety. Your job is to capture and keep their attention throughout your presentation.

To engage them, show them interesting things to see, play them interesting audios or songs or get them to do physical activities with you.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 9




SHUN SHINING SATIN



Wendy Lee | Professional BrandImage Consultant

What people don't realize is that web cameras or video cameras can pick up shine and sheen. So, tone down on satin, sequins or any reflective embellishment, as it can be distracting on camera. Avoid looking like a Disco Ball when you are on camera.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 10

ENGAGE TO IMPACT






Nadzrin Wahab | Professional Learning Facilitator



Every presentation you plan must leave a lasting impact on your audience.

Your interactions with the audience must connect with them emotionally as human beings. Share stories and use every day examples to draw them into your presentation.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 11




GO FOR COLOURS



Wendy Lee | Professional BrandImage Consultant

Emerald green, royal blue and ruby red generally looks great for all skin tones. If you don a Hijab, these colours, when worn near your face, will be an added plus point, as it not only brightens up your face, but will help you stand out from the crowd as well!

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 12

INVEST BEFORE YOU WITHDRAW






Nadzrin Wahab

Professional Learning Facilitator



There's a tendency for presenters to want cooperation from their audience, but get frustrated when they don't turn on their cameras or answer questions. Before you ask them for something, first give them something. Use their names, thank them, make them comfortable, then ask for what you want.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 13




TEST OUT YOUR OUTFIT



Wendy Lee | Professional BrandImage Consultant

Wear your top and pretend you are hugging a person. If you can feel that the fabric is getting too stretched, give it a pass. If you can hear the sound of a tear, then hang it back in your closet.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 14

SWITCH STATES OFTEN






Nadzrin Wahab

Professional Learning Facilitator



Boredom can set in very quickly in a virtual presentation. To keep the interest in you high, constantly switch to a different slide, from lecture to storytelling, from telling to asking. This keeps the audience on their toes and won't want to miss anything.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 15

PAUSE PLEASE!






Wendy Lee | Professional BrandImage Consultant

Nothing is more dramatic than well-planned suspense. Use silence as a tactic. When you have made a point, pause. Let the words sink in. Don't ramble on and on. Give people's brains time to evaluate and consider what you have said.



 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 16

TRUST YOUR PARTICIPANTS



Nadzrin Wahab | Professional Learning Facilitator

Some presenters judge their audience even before they've met them.




"What if they don't like me?"

"What if they think I'm boring?"

"What if they don't listen?"

They are already there, aren't they? That means they already trust you with their time. Now, do your job, trust them and present something useful for them.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 17




AVOID JEWELLERY THAT MOVES



Wendy Lee | Professional BrandImage Consultant

With your face occupying almost $\frac{3}{4}$ of the laptop screen, people will stare at anything that moves. So, don't go for chunky earrings that take the attention away from your face. And stay away from anything too shiny that might catch the light on camera.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 18

LEARNING OBJECTIVES RULE THE CONTENT






Nadzrin Wahab | Professional Learning Facilitator



Never do anything just for the fun of it. Ask yourself, what is it you want them to be able to do after they leave your presentation? Turn that into a target and plan your presentation to bullseye it!

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 19

HEAD, SHOULDERS, ARM






Wendy Lee | Professional BrandImage Consultant

Raise your laptop camera to match your eye level so you are looking straight into the camera. Too low, you will show off your nose hair and a lot of chin. Rule of thumb - people must be able to see the top of your head, your shoulders and a little of your arm.



 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 20

WHAT THEY SEE, THEY DO



Nadzrin Wahab




Professional Learning Facilitator



If you can get everyone to turn on their cameras, have them follow you along doing some fun physical exercises related to your topic.

This will get them used to following your instructions and they will be more eager to do what you ask the next time.

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com



TIP 21




DRESS FOR YOUR AUDIENCE



Wendy Lee | Professional BrandImage Consultant

The general principle is, if you are the team lead, the presenter or the host, you should dress one level above your audience! If they wear T-shirts, you wear a shirt. If they wear simple tops, you put on a blazer. Dress to look good, dress to impress!

 Wendy Lee  016 226 8676
 wendy@chap-one.com

 Nadzrin Wahab  016 308 5789
 nadzrin@ensynclearning.com

