



Developing your confidence & presentation skills

Public speaking and delivering presentations can make many people nervous, the below tips and resources have been put together to support with increasing your confidence in your presentation skills. Remember, if you have been invited to give a presentation it's because the audience wants to hear from you.

This resource aims to help you:

- Know how to prepare for giving great presentations at interview.
- Build your confidence with public speaking.
- Develop strategies to increase your confidence.

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Careers & Employability

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The Careers & Employability centre is on the ground floor of the University Library. We are open from 9:00am - 4:30pm, Monday - Friday.

Visit our [online triage tool](#) which can direct you to the most appropriate support for your query.

Presentation tips

Preparation: Give yourself enough time to create and practice your presentation. This can help you to improve the quality of your presentation whilst giving you time to get used to delivering the content.

Practice: Read your presentation out loud by yourself and in front of others. This may help to reduce nerves when it comes to delivering your presentation properly this can also allow for feedback and improvement. You can also try recording your presentation and watching it back as a review.

Managing nerves: Preparation and practice can help with managing your nerves but there are other useful tips to follow:

- Avoid drinking too much caffeine beforehand as this could make you shakier.
- Use box breathing: breathe in for 4 seconds, hold for 4 seconds, breathe out for 4 seconds, hold your lungs empty for 4 seconds. This can help you to regulate.

Pauses: It is better to pause and gather your thoughts than keep talking to fill the silence.

Confident body language: If possible, stand or sit up straight with your shoulders back, find a position that helps you to feel comfortable and confident. This can help you to appear more confident even if you are not feeling it.

Using slides: If your presentation requires slides, make sure you aren't just reading the content off the slides. Instead, try to keep the main topics of your presentation on the slides and allow yourself to talk through content. This can ensure the audience aren't focusing on your slides and ignoring you whilst you're giving the presentation.

Materials: Use short bullet points at most to read from so you can make eye contact or look around the room. If possible and relevant, bring handouts for the assessors. If you have any slides to use, make sure to back these up on a memory stick or send them to yourself over email.



Activities to develop your confidence

The following activities have been designed to support you in developing your confidence so you feel ready to give presentations.

Activity 1: Transforming negative self-talk

Complete the below grid with a negative thought you may have when you think about giving presentations. Then try to transform this into a positive thought.

Negative thought	Positive self-talk
I am worried as I have never delivered a presentation before.	This is an opportunity for me to try something new.
I didn't get the job because it was my first interview and I was too nervous.	Even though it wasn't the outcome I hoped for, I learned a lot about myself.
My new role is complex and might be difficult to learn.	I will give it my all to make this work.

Activities to develop your confidence

Activity 2: Create a goals journal

Try filling in the below grid to reflect on how you could achieve each of these goals.

Goal	Where can I do this?	When should I do this by?	How did I feel after this?	What can I do to build on this?
Practice reading a news article out loud, either in front of a mirror or try recording yourself.				
Put your hand up in class or a work meeting to answer or ask a question.				
Create a short presentation to practice in front of friends or family.				
Use PowerPoint Speaker Coach for presentation feedback.				

Additional Careers & Employability resources

Career confidence workshop: Join this workshop that's all about real-world strategies for boosting your self-confidence. Engage in group discussions, participate in activities, and take time for personal reflection. Each part of the workshop is designed to help you adjust your approach to challenges and encourage you to step beyond your usual boundaries.

By attending, you'll pinpoint actionable steps you can take to build trust in your own capabilities. This workshop is about equipping you with the tools and mindset necessary to grow, learn, and prepare to meet your career goals with confidence. To find upcoming dates for this workshop, check our [**Events Calendar**](#) or view our on-demand version [**here**](#).

How to prepare for interviews and assessment centres workshop: This workshop can provide you with some key tips to prepare for interviews and assessment centres. These tips can also be transferred to help you increase your confidence when giving presentations. To find upcoming dates for this workshop, check our [**Events Calendar**](#).

Applications to acceptance booklet: This guide can support you further in other parts of the recruitment process including applications, interviews, and assessment centres. Click [**here**](#) to view the booklet.

Triage tool: For further support, please visit our [**online triage tool**](#) which will direct you to the most appropriate support for your query.

Graduate recruitment appointment: You can book an appointment with a Graduate Recruitment Adviser to have a practice run through of your presentation. When booking, make sure to mention in the notes that you are looking for feedback on a presentation. You can also share any slides or materials with the adviser.

College of Health and
Science Graduate
recruitment
appointment booking.



College of Arts, Social
Science, and
Humanities Graduate
recruitment
appointment booking.



Reasonable adjustments

The Equality Act states that “Employers have a duty to make ‘reasonable adjustments’ to ensure that a disabled employee is not treated less favourably than their non-disabled counterpart.”

Reasonable adjustments are also sometimes referred to as reasonable accommodations.

This applies to both the recruitment process and during employment. A reasonable adjustment might include accessibility support or changes to the recruitment process and workplace environment.



*Under the Equality Act (2010) you are disabled if you have a **long-term physical or mental health condition which has lasted or is likely to last 12 months or more and causes a significant impact on your ability to carry out normal day to day activities.**

This can include chronic illnesses, physical and mental health conditions, and neurodivergent conditions.

For support regarding reasonable adjustments, book a career coaching appointment with Careers Adviser, Becki Commins, email rcommins@lincoln.ac.uk

Career coaching can help you to identify and achieve their career goals whilst accessing support and resources tailored to your needs. Coaching involves a collaborative conversation between a coach, and the individual, where the coach asks questions and provides support, to help you to find solutions and reach your desired outcomes.

Why book a career coaching appointment?

- Becki understands the unique challenges faced by disabled students. She will be able to work with you to explore your options and identify the steps needed for achieving your goals.
- If you have a disability or health condition, Becki can offer general information about reasonable adjustments in recruitment and direct you to further support in accessing these.
- Attending an appointment can highlight other areas of the **Careers & Employability** service which may be of use to you in your career planning journey.