



Four tips to deliver an effective presentation to summer associates or first-years

1 Know your main points.



When making a presentation, you should be very clear about your objective and main points. Ask yourself: What are the most critical takeaways that my audience should learn from this session? Write them down so you'll remember to state them unambiguously as you move through the presentation. Keep in mind that if you flood your presentation with too much information, the most important points may get buried. For this reason, try to avoid too many tangents or ancillary points.

2 Make liberal use of anecdotes and examples from your own experience.

Examples and stories bring a presentation to life and demonstrate how the principles you're explaining apply to real-life situations. They help your audience visualize how they might one day apply your advice and help cement the lessons in their memory. In advance of the presentation, consider which examples and stories will be most helpful or enlightening to share with your audience.



3 Be positive.



While there may be a time and place to share some of the harsher realities of law firm practice, in group presentations it's generally best to keep things light. This doesn't mean you have to cover up some of the more challenging aspects of practice, but try to keep your tone positive or neutral.

4 Practice in advance, and ask for feedback.

Doing a run-through of your presentation in advance will help you feel more confident in your delivery. Furthermore, delivering it to a colleague and asking for feedback can help ensure that your message is landing the way you intend. Ask your colleague to be candid, and don't take it personally if they misunderstand something you have said. Absorb the feedback and make adjustments as needed.

