

Copresenting Tips

Group presentations can feel disjointed.
Maybe even awkward.
But not yours.

Here are three tips to comfortable copresenting!

1

DEFINE ROLES

DECIDE

- ✓ Who is putting the slides together in a cohesive format?
- ✓ Who is advancing slides?
- ✓ Who is introducing your presenters (consider one person to save time).
- ✓ Who is facilitating Q/A at the end?
- ✓ Who is taking notes for meeting follow-up tasks?
- ✓ For virtual meetings, who is monitoring the chat or troubleshooting tech problems?
- ✓ Who is watching the clock and how will they direct the team if time is running out?

2

TALK IT OUT

AVOID

- ✗ Surprise redundancy
- ✗ Disjointed topics
- ✗ Stealing your copresenters' time by going too long

PRACTICE

- ✓ Walk through the presentation together, summarizing each presenter's parts.
- ✓ Make sure all topics are relevant to the meeting agenda and are organized in the right order.
- ✓ Privately say your part out loud and time how long it takes. Scale details if necessary.

3

TRANSITION SMOOTHLY

AVOID

- ✗ Using names as transitions
"Thanks Sam. Now I'm going talk about our strategy."

PRACTICE

- ✓ Using topical transitions
"Now that we understand the challenges of the market, I'd like to walk through our strategy."

PRO TIP

Communicate how the first person is concluding their topic so the second person feels more confident *when* to make the transition.