

Managing the nerves when presenting



How to use nerves well when you are speaking to a group

Common challenge:

You know your content, but when nerves take over, your delivery can become rushed, flat or feel too scripted.

What good looks like:

You look calm, sound clear and stay focused on what the group needs to learn.

What to do:

1. Prepare a simple structure. Plan your opening, 3 key points and closing line. Avoid trying to memorise every sentence.
2. Shift the focus off yourself. Before you start, ask: what does this group need to hear, understand or do today?
3. Slow your body down. Plant your feet, breathe out slowly and pause before your first sentence. This helps your voice settle.

Try this in your next session:

- Before the session, write your opening sentence and your closing sentence on one card.
- In the first 10 seconds, speak more slowly than feels natural.
- After the session, note one thing that worked well so you can build confidence for future presentations.

Watch for:

- Over-apologising. Most people do not notice your nerves as much as you do.
- Reading too much. Do not read slides or notes word for word. It makes you look and sound less confident.

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