

**BANKER'S
LOUNGE**
EMAD KATARRA

BFI Diploma



Presentation Skills



Agenda

- How to plan and structure a presentation
- Presenting with confidence and dealing with nerves
- Group presentation .
- Presentation challenges.



1. **Who are your audience?**
2. **What's the purpose of your presentation?**
3. **What is the MAIN MESSAGE you want them to take away?**



The Presentation Journey

➤ Tell your audience your destination

➤ Outline the roadmap

➤ Give a timeframe

Tell them when to ask questions



Key presenting points



- 📖 Prepare points for discussion
- 📖 Practise -video yourself and Time it!
- 📖 Breathing techniques
- 📖 Confident body language / Enthusiasm
- 📖 Use cue cards
- 📖 Arrive early
- 📖 Bring water
- 📖 Use visual aids/ handouts
- 📖 write in bullets (points)





DOs

1. Distribute eye contact
2. Keep proper posture
3. Keep audience engaged
4. Dress formal
5. Practice according to given time
6. Speak in a clear loud voice





DON'Ts

- **Don't use too much colors**
- **Don't write a paragraph**
- **Don't use too much visuals**



**What if it was a
group presentation?**



Group presentation to do list:-

- **Schedule meetings to get to know each other**
- **Prepare points to talk about during meeting**
- **Divide tasks**
- **Practice on stage movement + speech**
- **Have a smooth transition**
- **Have a backup plan**



presentation challenges

- Interruptions .
- Failing to address the audience's concerns
- Boring the audience .
- Team conflicts .

How will you tackle these challenges?



Thank You!