





JOB CRITICAL SKILLS **PRESENTATION**

Presentation Skills

A cluster of hexagonal icons in various shades of blue and cyan. The icons include a smartphone, a magnifying glass, a lightbulb (the central and largest icon), a thumbs-up gesture, and a small solid hexagon.

"Whatever you're thinking, is being
thought or had already been thought
somewhere else. What makes the
difference is in your way of presenting
it" - Junaid Raza

A cluster of hexagonal icons in various shades of blue and cyan. The icons include a speech bubble, a large outlined hexagon (the central and largest icon), a network of nodes, a gear, and a small solid hexagon.



Presentations are part
of the job



Discussion

What are the areas that are important in the workplace, with respect to presentation skills?

Plan Your Presentation

- Planning the structure of your presentation and knowing what structure works for your audience, is very important.
- For your audience to absorb your information, it needs to be delivered in an easy-to-follow format.
- Attention spans are not long, no matter how advanced the audience is. Make sure you've included some interesting points, and vary the type of interest points, as this will help to keep the attention of the meeting.

Know Your Audience

- If there is an issue, if something isn't working, you are experiencing a problem, then make a mention of whatever it is and then move on.
- If we hold back from discussing something important (which may not have an impact on the meeting topic), then get this discussion done, and then move on.
- If you don't, the attendees will be thinking about that rather than the actual topic at hand.

Dress the Part

- Your appearance in the workplace matters.
- Not only are you meant to be a thought leader in your chosen presentation topic, you are also in competition with others wanting to advance.
- If you are not well presented, with respect to clothes, hair, shoes, paperwork, etc., people will notice, and it will have an impact.

Show You Care & can be Organised

- Your enthusiasm for the topic is essential. If you seem disinterested in the topic you are talking about, your audience will pick up on this.
- Your audience will appreciate you being organised for a meeting or a presentation.
- If there are little changes or hiccups, your audience will understand.
- If you are unorganised and you appear to have, not put in an effort, the attendees will not sympathise, and they will get annoyed.

“Elephant in the Room”

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Get to Grips on Your Nerves

- Handling nervousness and building confidence is important – you will struggle to get your message across if you struggle here.
- Being mindful of how you present at work will really help with your interactions with colleagues and clients.
- This will ultimately impact on whether you get that important raise, or that desired new job.

Thank you

Any Questions?

