29/08/14

Presentations

Interview common mistakes

Tell me about yourself:

Talk about your CV, What I do, What I done in the past, whatever is relevant.

Attention to Detail: Folder, makes it look better.

Use STAR, more, Look up common interview questions, write down STAR examples. Remember.

Don’t just note websites idea, look more in depth. Take an article, read the article, make notes on certain areas. Tell them why that interests you.

Presentation Skills

Give fantastic presentations: First \time

Objectives:#

List and understand the qualities of a good presenter

Know how to structure presentation

Understand how presentation are used in a business environment

Deliver a presentation

When might you need to give a presentation!

Updates

Proposals

Deliverables

Status Report

Key Notes – Internal/External

Training – Could train managers/other on Agile

Qualities of a good Presenter

Engaging

Confidence

- Knowledge of the Subject

- Preparing and Planning

- Rehearsal

Manner

- Voice = Projects/Clear/Not to fast

- Appearance

- Movement

Attitude

- Appropriate

- Helpful

Diligence

- Attention to Detail

- Strive for Perfection

Enthusiasm

Good Slide Design

Uniform Style

Whose it target to. Who are you talking to? Will they understand the Jargon? Put yourself in your audience’s shoes.

“Everything should be made as simple as possible, but not simpler.” – Albert Einstein

If you are presenting!

> Keep it simple

> Your slides are an aid, not the end product.

> Use notes

> Use diagrams

Consider the culture of the company, mimic the slides of the company.

Send a pdf. With slides and notes.

What if you’re not presenting?

Ask the person who’s presenting, what their style of delivery? Speak lots/not. Many diagrams/not.

Careful of Company Policy, ask those people around you, have a look at what they did.

Structuring a Presentation

- Introduction and Background

- Outline

- Sections

> Lead-in

> Content

> Summary/Review

- Conclusion

- Any Questions

- Summary

Summary

Structure be appropriate for the task at hand, and the audience.

Presentations

> 5 Minutes

> The Subject you presented before. Priority vs Severity

> How can I make it better?

> Research and Plan

> Rehearse

> Deliver this afternoon.