COMMUNICATION & PRESENTATION SKILLS

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Understand the importance of communication in the workplace



Learn key strategies for effective verbal and non-verbal communication



Practice techniques for confident presentations



Prepare for interviews and professional interactions

WHY COMMUNICATION MATTERS



85% of job success comes from soft skills



Employers value clear, confident communicators



Strong communication builds trust and teamwork



Verbal (spoken)

Non-verbal (body language, tone)

Written (emails, reports)

Visual (slides, diagrams)

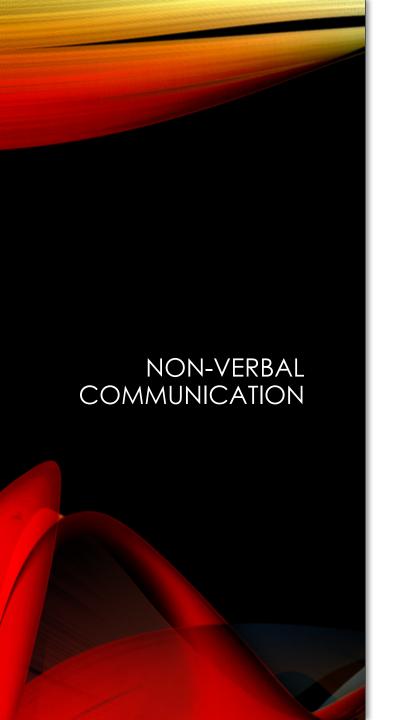
ACTIVE LISTENING

Focus fully on the speaker

Avoid interrupting

Reflect and clarify

Show interest with body language



Eye contact

Posture

Facial expressions

Gestures

Tone of voice

CRAFTING YOUR ELEVATOR PITCH

- Who you are
- What you do or are studying
- What you're looking for
- What makes you unique



WRITE YOUR OWN ELEVATOR PITCH

 Here's an example: Hi, I'm Maya Thompson, a second-year student in Electrical Engineering Technology at Queensborough Community College. I've always been fascinated by how systems work, and recently I've been focusing on renewable energy and smart grid technologies. I just completed a hands-on project designing a solar-powered charging station, and I'm currently looking for an internship where I can apply my technical skills and continue learning in a real-world environment. I'm especially interested in companies that are innovating in sustainable energy. I'd love to hear more about your work and any opportunities you might know of.

PRESENTATION SKILLS



KNOW YOUR AUDIENCE



STRUCTURE YOUR MESSAGE



USE VISUALS EFFECTIVELY



PRACTICE DELIVERY



MANAGE NERVES





Keep it simple



Use large, readable fonts



Limit text per slide



Use visuals to support points

INTERVIEW COMMUNICATION

1

Prepare common questions

2

Use STAR method for answers

3

Ask thoughtful questions



Follow up with a thank-you

STAR IN ACTION

- "Tell me about a time you had to solve a problem under pressure."
- S Situation:

 "During my final semester, I was part of a team project to develop a prototype for a smart irrigation system. We were scheduled to present it at a campus showcase."
- T Task:
 "Two days before the event, our sensor system stopped working, and we had to figure out a fix quickly to avoid presenting an incomplete project."
- A Action:

 I took the lead in troubleshooting the hardware while another teammate reviewed the code. I also contacted a faculty advisor for guidance and sourced a replacement sensor from another lab. We worked late into the night to reassemble and test the system."
 - **R Result:**"We got the system running just in time and were able to present a fully functional prototype. Our project received positive feedback from faculty and industry guests, and we were invited to submit it to a local innovation competition."

PRACTICE ACTIVITY

01

Break-out rooms for 10 minutes – both participants deliver their elevator pitch 02

Give each other feedback

03

Focus on clarity, confidence, and body language

RESOURCES & NEXT STEPS

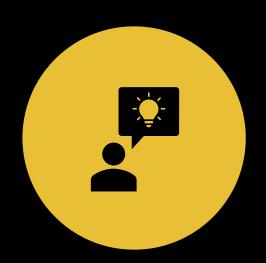
Last workshop

Mock interviews

Online courses (e.g., Coursera, LinkedIn Learning)

Q&A AND WRAP-UP





QUESTIONS

BIGGEST TAKEAWAY TODAY?

THANK YOU FOR ATTENDING!

- Please complete this brief survey: <u>https://forms.office.com/r/sipxP7whbW</u>
- Follow us on LinkedIn: <u>https://www.linkedin.com/company/strengthening-community-colleges/</u>
- Follow us on Instagram: cuny_scc
- See you next time!