The *Presenting4Success* Pre-Work has been designed to help your team prepare for the upcoming workshop. Answering these questions will help the team gain the most from the workshop. We thank you for your time.

## Session Two Pre-Work

**OBJECTIVE** – Your Team has been called to deliver a presentation in our next session. If not done previously your team should brainstorm the **Presentation Topic** they will present in advance of your Team presentation to the Lecturer and your fellow MBA students? *(e.g. Previous Topic that arose in Class - Supply Chain, / Finance / Future Topic your team will present on etc.)*

_____

## OPEN your presentation

**Attention:** What will grab the audience's attention? *(e.g. Quote, Statement, Story, Question)*

_____

_____

**Credibility:** What can you say to establish or enhance you/your teams' credibility?

_____

_____

**Audience:** How will the audience benefit from listening?

_____

_____

## BODY of your message – What are 3 key points you/your team will make in your message?

**First Point:** _____

_____

**Second Point:** _____

_____

**Third Point:** _____

_____

## SELECT Team Coordinator – As a Team you need to elect a Coordinator, Name the Team and Motto.

**Elected Coordinator's name:** _____

**Team Name:** _____

**Team Motto:** _____

## Lecture Capture Pre-recording (CABA)

**NAME** of each team member in the order that they APPEAR in the recording.

Name                              Time

a.

b.

c.

d.

e.

## Total DURATION

_____

**Give brief COMMENTARY** on the learning points from preparing to developing the presentation, including how as a team you TRANSITION through all stages of CABA.

_____

_____

_____

_____

**Order of CABA applied and why?**

i.

ii.

iii.

iv.

**AREAS** your team are trying to IMPROVE in your Presentation delivery?

– What communication distractions are your team trying to reduce in this next presentation? *(e.g. Visual - Body Language, Vocal – Pace of delivery, Verbal – M's and Ah's)*

_____

_____

_____

**\*\*ASSIGNMENT NOTE: Complete & Return to paul.slattery@nxtgen.ie**