

# MBA ASSIGNMENT

Presenting4Success®



UCD Michael Smurfit  
Graduate Business School

Questions:  
[paul.slattery@nxtgen.ie](mailto:paul.slattery@nxtgen.ie)

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## ASSIGNMENT: WRITE & REHEARSE YOUR STUDY GROUP "TEAM" OPENING



workbook - page 18 to 22

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## Study Group Assignment – Prep

Complete Team Pre-Work

Prepare a Team CABA 2/3 minutes

- **Review Reflection on Page 5**
- **Purpose & Audience on Page 15**
- Work on Individual Strengths and Areas of Improvement
- Practice the Team Presentation

All team members **must** present

Slides **NOT** necessary

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Choose a Topic

Team Opening  
with  
C.A.B.A

The Presenting4Success Pre-Work has been designed to help your team prepare for the upcoming workshop. Answering these questions will help all ears give 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 Leader and your fellow MBA students! (e.g. Previous Topics examples include – Employee Motivation, Bitcoin & Blockchain, The importance of Payper, Supply Chain, Finance / Any Topic your team will present on etc.)

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

**Credibility:** What can you say to establish or enhance your team's credibility?

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

**BODY** of your message – What are 3 key points 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: \_\_\_\_\_

[www.nxtgen.de](http://www.nxtgen.de)      [NetOSH / iSpeak 2020](http://NetOSH / iSpeak 2020)      [Pfadfinder](http://Pfadfinder)

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<b>Order that students will deliver CABA</b> <b>What is the total duration of the Team CABA.</b> <b>Explain the transitions</b>  <b>The order of CABA Agreed by the team</b>	 <b>NxtGEN™</b> <b>Lecture Capture Pre-recording (CABA)</b>  NAME of each team member in the order that they APPEAR in the recording. Name _____ Time _____ a. b. c. d. e.  Presentation TITLE and 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 - Ms and Ah's)
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## Team Assignment

Prepare for Team C.A.B.A.

Presentation OPENING 2/3 minutes

Organisation      Communications      Team Delivery      } Instructors / Students will evaluate

**Deadline for the FTMBA will be Friday 25<sup>th</sup> Sept.**

**Part-time MBA will be Friday 1<sup>st</sup> Oct.**

Email to [paul.slattery@nxtgen.ie](mailto:paul.slattery@nxtgen.ie) before next class & bring a hardcopy to class.

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## Open with CABA as a Team

### Credibility

Establish your credibility

### Attention

Capture the interest of your audience

### Body

Preview the body of the presentation

### Audience

Connect with the audience

**workbook - page 18/19**

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## Team Presentations Tips

Take time to work together as a team

Transitions between speakers should be well planned

The time between speakers should be minimal

Consider body language as a team

Each member should understand the overall objective

Preparation is even more critical for a team presentation

**workbook - page 23**

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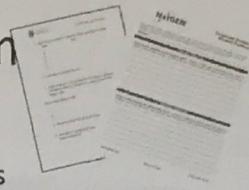
## Team Assignment

- Prepare a Team C.A.B.A.
  - Presentation OPENING 2/3 minutes
  

- Organisation
  - Communications
  - Flow
  - Delivery

Instructors / Students will evaluate

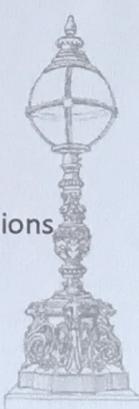
  
- Complete Pre-work documents as a Team.
  
- Email to [paul.slattery@nxtgen.ie](mailto:paul.slattery@nxtgen.ie) for before next class & bring a hardcopy.



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Your Roadmap to More Effective Presentations



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