

General Skills

1.1 Skill: Create and plan a clear presentation goal.

E.g. Put together a good outline, and make sure the slides create a story that the clients can follow

1. 1.1 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

2. 1.1 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

3. 1.1 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

1.2 Skill: Make the presentation in a concise format without straying from the topic and/or digressing.

4. 1.2 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

5. 1.2 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

6. 1.2 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

1.3 Skill: Be familiar with the topic being presented beyond the DS/ML work.

E.g. while working with the soccer game win prediction, be familiar with the soccer rules also.

7. 1.3 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

8. 1.3 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

9. 1.3 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

1.4 Skill: Match your presentation contents to the audience type (technical, non-technical)?

10. 1.4 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

11. 1.4 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

12. 1.4 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

1.5 Skill: Concentrate on the core message in the presentation.

Keep the balance of the amount of the details in the presentation; Avoid anything which might lead to confusions.

13. 1.5 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

14. 1.5 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

15. 1.5 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

1.6 Skill: Try to avoid overusing qualifying words.

Qualifying words like: "kinda", "just", "basically", "like".

16. 1.6 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

17. 1.6 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

18. 1.6 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

1.7 Skill: Pause between ideas allowing the client to chime in.

19. 1.7 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

20. 1.7 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

21. 1.7 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

1.8 Skill: Carefully articulate words and speak at a steady pace. Do not rush through the slides or repeat the same information

22. 1.8 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

23. 1.8 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

24. 1.8 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

25. 1.9 Do you know any resources to help improve these skills?

Slide Making Skills

2.1 Skill: Keep the formatting consistent throughout the presentation and adhere to the company guidelines.

26. 2.1 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

27. 2.1 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

28. 2.1 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

2.2 Skill: Incorporate concrete examples to illustrate points, show examples from data, plots etc.

E.g.: Keep graphics to 1 per slide if possible to avoid clutter; Avoid complicated equations/ideas on main slides, etc.

29. 2.2 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

30. 2.2 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

31. 2.2 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

2.3 Skill: If speaking to a technical audience, adjust your slides accordingly with more technical materials.

E.g. use more complex graphics without cluttering the slides; do not oversimplify topics, etc.

32. 2.3 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

33. 2.3 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

34. 2.3 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

2.4 Skill: If speaking to a non-technical audience, adjust your slides accordingly by staying focused on the main point of the presentation.

E.g. avoid the technical details while sharing the overall method/result.

35. 2.4 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

36. 2.4 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

37. 2.4 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

2.5 Skill: Determine the right amount of slides you need to have for the allocated meeting time. Do not have too many or too few slides. Remember to leave extra time for potential questions

E.g. avoid the technical details while sharing the overall method/result.

38. 2.5 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

39. 2.5 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

40. 2.5 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

41. 2.6 Do you know any resources to help improve slide making skills?

Presentation Skills

3.1 Skill: Practice / rehearse the presentation before the meeting

42. 3.1 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

43. 3.1 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

44. 3.1 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

3.2 Skill: Introduce yourself well the first time you present to an audience

45. 3.2 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

46. 3.2 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

47. 3.2 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

**3.3 Skill: Remind them to stop you and ask questions at the beginning of the meeting.
Wait for a few seconds in between each big picture point.**

48. 3.3 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

49. 3.3 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

50. 3.3 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

3.4 Skill: Stay confident and patient when being asked a question. Carefully listen to the client and follow up to make sure the client understood your answer

51. 3.4 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

52. 3.4 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

53. 3.4 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

3.5 Skill: Notice reactions from the audience: e.g. if you feel that the audience is lost, maybe cut the explanation or extend it based on how important it is.

54. 3.5 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

55. 3.5 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

56. 3.5 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

3.6 Skill: Keep in mind the points you are trying to convey and concentrate on helping the client understand them.

57. 3.6 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

58. 3.6 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

59. 3.6 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

3.7 Skill: Relax, breathe and enjoy. Remember that you are the expert in the room and nobody knows the subject as well as you.

60. 3.7 How important is this skill?

Mark only one oval.

	1	2	3	4	5	
Least important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most important

61. 3.7 How would you rate yourself?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

62. 3.7 How would you rate your teammates?

Mark only one oval.

	1	2	3	4	5	
Struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Master

63. 3.8 Do you know any resources to help improve presentation skills?

Other Skills

64. Do you know any other important skills that is not listed in this survey?

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