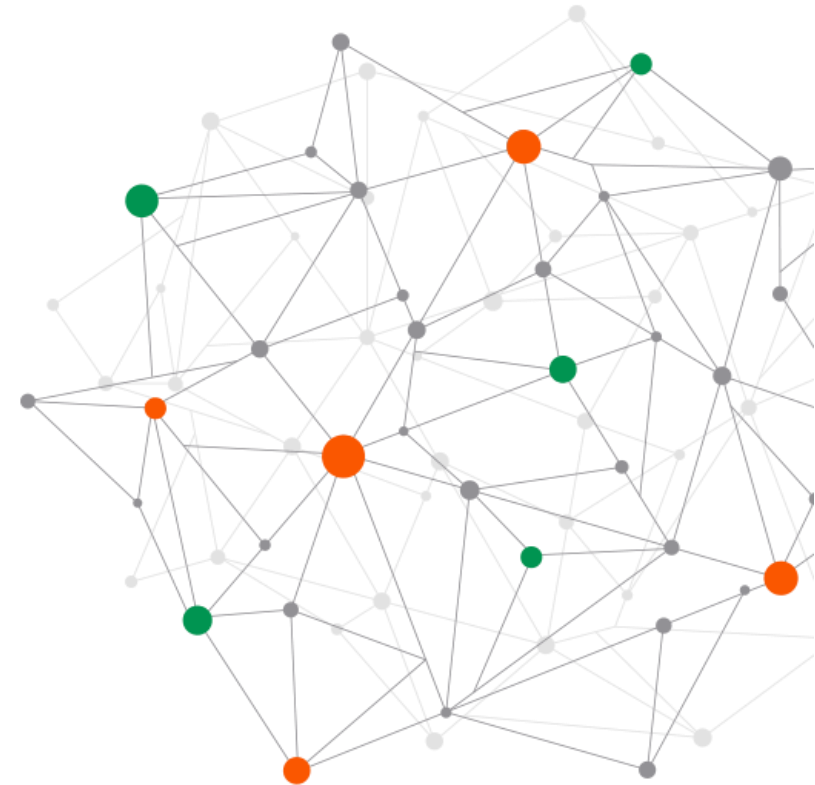


**WE: Corporate Skills**

**Bonus session:**

**Preparing for Presentations**

June 2023



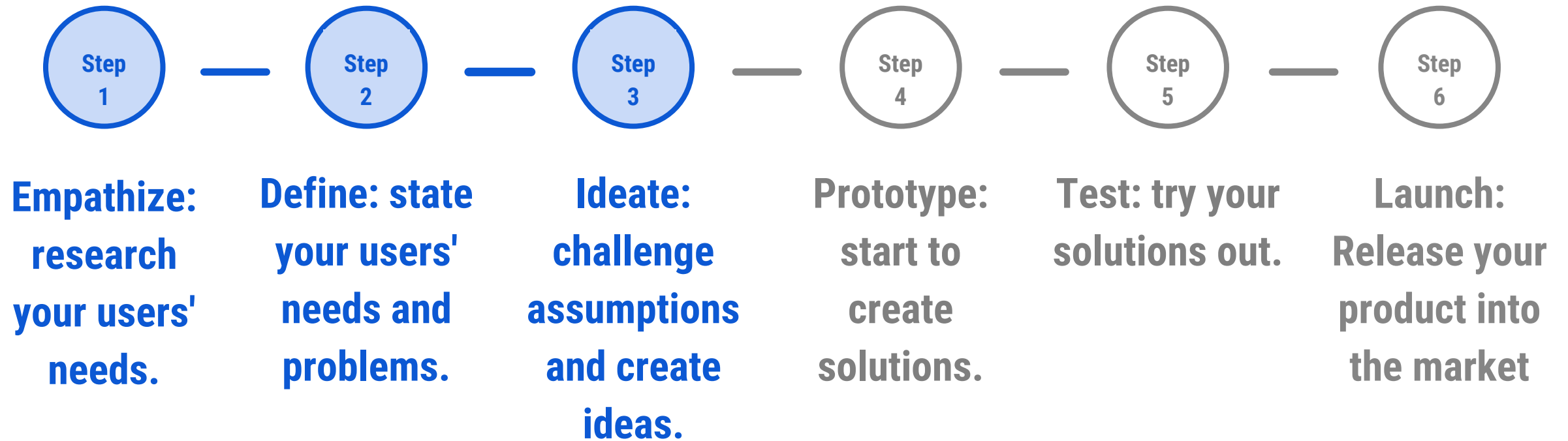


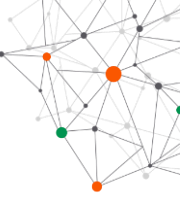
# WIIFM

1. POA
2. Stating your Purpose
3. Tone and Tenor
4. PANIC!
5. Brevity
6. Observations
7. Interpretation and Insights



# POA: Plan of Action





# Stating Your Purpose

- Objective
- Vehicle / means
- Problem Statement
- Project Description



# Tone and Tenor

- Ditch the annual day voice
- Inform, not perform
- Explain for context, not to justify
- Walk us through the process
- Tenor = mood; formal and informative



# When You Panic

- Forget your name
- The dictionary defines this as...
- Fumble
- Doubt your information
- Uh..., um..., and...





# Instead, PANIC

- **P**urpose
- **A**udience
- **N**eed
- **I**nformation
- **C**ommunication





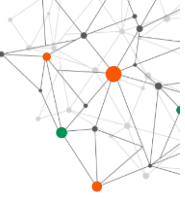
**KEEP  
CALM  
AND  
PANIC**





# Brevity in Speech

- Plan what you want to say
- Be mindful of over-explaining
- Try to refrain from using filler words
- Use a specific example
- Consider your audience
- Record yourself speaking



# Observe and Organize Data

- Collect
- Sort
  - Purpose
  - Metrics
- Categorise



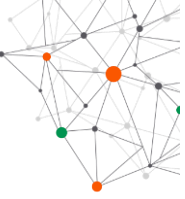
# Represent and Interpret Data

- Sorted data  $\neq$  presentable data
- Use visual aids
- Graphs, charts, specific tables
- Easy to refer to
- Logical flow

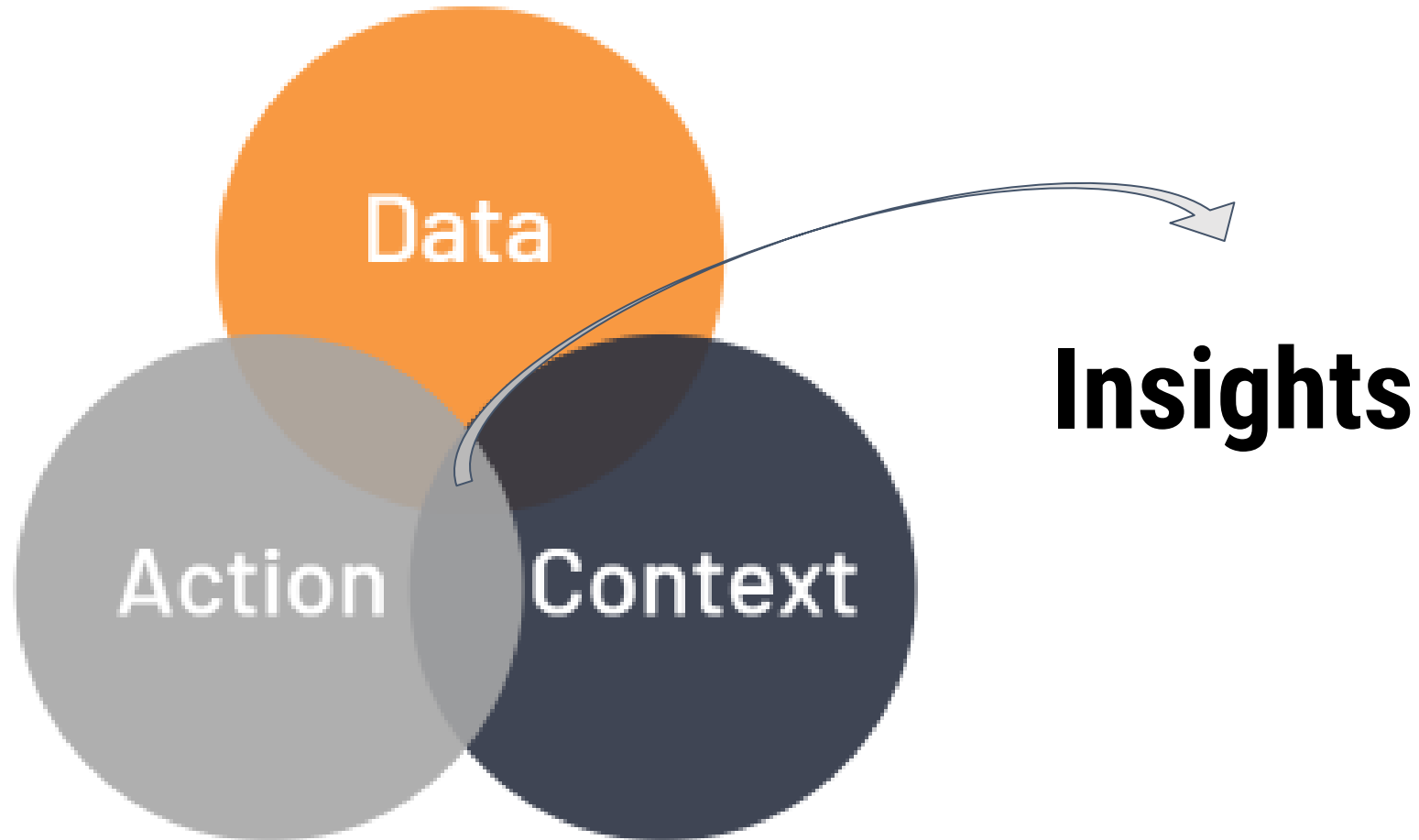


# Turning Information Into Insights

- Measure the right things.
- You can't optimize what you don't measure.
- There is not a one-size-fits-all solution. ...
- Ask the right questions to stakeholders.
- Go the extra mile to answer all of your stakeholders' questions.



# What Are Insights?



**Insights**



# Turning Information Into Insights

What are your insights based on the data collected below?

Student	Technical scores	Comm. scores	Resume status	Interview status
Asokan	10	9	accepted	job offered
Vathsala	8	10	accepted	job offered
Kunisha	5	9	rejected	rejected
Sphoorthy	7	9	accepted	job offered
Anasuya	10	6	accepted	rejected
Anshul	9	6	accepted	rejected

# Thank You



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