



Taking Presentations to the Next Level: Navigating Tough Questions and Data

Presenting well is a core business skill which can make or break a career. Simply put, your presentation skills affect your reputation. As you rise through the ranks, two specific aspects of delivering impactful presentations become increasingly important: handling questions and speaking to data. Attend this workshop to build your knowledge, develop the skills, and get feedback on these two core aspects of presenting at a Senior level.

How do I know I should attend this workshop?

1. Do you or will you need to present to senior leaders or tough stakeholders and want more tools and tactics?
2. Have you received feedback that you need to improve your presentation skills to advance your career?
3. Do you struggle to articulate your ideas during the Q and A part of a presentation?
4. When you present data to senior audiences, do you find yourself feeling less confident?

If you answered yes to most of these questions, then this workshop is for you.

What will I do?

You will cover:

- Answering questions succinctly and powerfully
- Using a question bank to prepare for question-and-answer sessions
- Understanding “what works” when designing more data-heavy slides
- Explaining and sharing complex data
- Presenting to your peers and receiving personalized feedback

How do I prepare?

1. Please come with a 3-minute* business presentation which contains data. The format doesn't matter (e.g., PowerPoint, Prezzi, flip chart, cue cards, etc.). Our advice is to avoid using an existing presentation, given the time constraints. Rather, design something new.

***Your facilitator will stop you at 3 minutes.**

Other elements of best practice we'll be looking for in your presentation include:

- A beginning, middle and end
- A clear objective and agenda
- No more than three main points (In a 3-minute presentation, 1 main point is realistic)



- If using visual aids, make sure your slides have:
 - As little text as possible; images, graphs and charts preferable
 - No more than 3 – 6 bullets per slide
 - No more than 3 – 6 words per bullet
 - An engaging colour scheme
 - Consistent in styles and design
 - A font size of at least 24

2. If you need a refresher, we have created a **short set of videos** to guide you through the basics of a strong presentation. Please [follow this link](#) to watch the videos.

Please also bring your mobile phone as we will be recording your presentation on your own device.

What are the outcomes?

By the end of this workshop, you will have:

- Mastered a five-step technique for answering questions
- Learned how to anticipate and handle both routine and difficult questions that arise during presentations
- Become familiar with a variety of techniques for presenting complex data
- Received in-depth peer and facilitator feedback on your presentation and delivery style

We look forward to meeting and working with you.

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