



Presenting at a Senior Level

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 if 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 this skill to advance your career?
3. Do you struggle to articulate your ideas during the Q and A portion of a presentation?
4. When you present to senior groups, 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:

- Crafting a presentation structure that fully engages your audience
- Handling questions succinctly and powerfully
- Explaining complex data
- Presenting to your peers and receiving recorded feedback

What are the outcomes?

By the end of this workshop, you will have:

- Absorbed the ideal structure for a presentation and where you can personally improve
- Mastered how to deal with both routine and difficult questions that arise
- Learned a variety of techniques for presenting complex data
- Received in-depth peer and facilitator feedback on your recorded presentation

How do I prepare?

Please come with a 3-minute* **business** presentation. The format doesn't matter (PowerPoint, Prezzi, flip chart, cue cards, etc.) Our advice is not to try and use an existing presentation, given our time constraints.

***Please note that your facilitator will stop you at 3 minutes.**

To help you prepare, here are some guidelines we'd like you to follow:



- Please make sure your presentation has a beginning, middle and end
- Has a clear agenda and/or objective
- Contains no more than 3 main points (In a 3-minute presentation 1 main point is realistic)
- If using visual aids, make sure they work for you by:
 - Thinking less is more
 - Including 3 – 6 bullets per slide
 - Sticking with 3 – 6 words per bullet
 - Using images, graphs & charts
 - Including color
 - Being consistent in styles and design
 - Use a font size of at least 24

We have created a set of short set of videos to guide you through the basics of a strong presentation. We assume that most of you already possess these skills, but we strongly encourage you to watch these videos *before* you craft your presentation, so that you can hit the ground running. Doing this pre-work also means that we can spend more time on handling the tough stuff (Q and A) as well as how to present data in the workshop itself.

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

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