

# spencerharrington

## Presentation

Often the final round of your interview process will involve you giving a presentation. During your career it is likely you will need to present yourself and your company to win business, so this is a great way to prove you are confident and convincing in such a situation.

### **Preparation**

Make sure you've run through your presentation aloud as many times as possible, whether that is in front of friends and family, in front of the mirror or recording yourself on camera/tape. Your interviewers will really notice the how much you have prepared and how confident you are with the content

### **Content**

Keep your presentation clear and easy to understand. Don't attempt something that is beyond your capabilities otherwise you'll make unnecessary mistakes;

- Support your ideas and themes with anecdotes, examples, statistics and facts
- Aim for a conversational delivery, using brief notes or bullet points, rather than memorising and reciting, or reading from a prepared sheet
- Don't just copy the website, they wrote it so will know if it's just been regurgitated
- Keep things sharp, succinct and to the point
- Don't over elaborate, or waffle for the sake of using up time
- Be professional and articulate, don't to use slang
- Keeping track of time is important during your presentation. If it's too short it looks like you are under-prepared and if it's too long you might bore your audience

### **Performance**

While the content is obviously important, it's the performance that will really speak volumes. Natural confidence, professionalism and a 'cool-as-cucumber' attitude will impress your interviewer.

- **Voice:** Speak clearly and loudly enough for everyone to hear during your presentation. Vary the tone of your voice to keep your audience interested. Don't speak too fast and be confident enough to leave space between any key points you make, if necessary.
- **Eyes:** Maintain eye contact with your audience throughout your presentation. Look from person to person as you talk to keep everyone engaged.
- **Smile:** Be positive throughout your presentation. Smile when you begin, keep smiling as you talk, and conclude with a smile. People naturally prefer people who smile, especially your interviewers!

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- **Stance:** Stand up straight, with your shoulders back and feet pointing straight at your audience when delivering your presentation. Use your hands to elaborate what you are saying if you need to, but not excessively.

## **Conclusion**

- At the end of your presentation make sure you address the main question again and be explicit about your conclusion.
- Thank your audience, smile and offer a chance for questions to be asked. Listen carefully to the questions asked and answer with concise and thoughtful answers, being careful not to waffle.

**And Finally, while presentations can seem daunting but it's the best opportunity you have to sell yourself and your potential. Prepare well, be confident in your own capabilities and you're sure to succeed.**