

# Presenter Instructions



Prepare a 10-minute presentation on a topic of your choice related to your job role.

## The Topic

It can be anything related to your job role. You might want to teach the audience how to do a task that you do regularly. You could explain what you enjoy about your role. You could explain more about what the role entails. You could talk about the industry in general or what your company actually does.

Be careful to not reveal any confidential information.

## Contents

Your presentation must include some type of visual aid.

- This could be a PowerPoint or similar, images, a handout, poster or a mixture of various visual aids.
  - If you have prepared some for use on the computer, you will need to check in advance whether you should send files in advance or whether to bring a memory stick etc.
  - You can bring your own set of notes to use while presenting.
- Be prepared to answer questions afterwards.

## Feedback

You will receive feedback on the following points:

- How well everyone in the room could hear you
- Whether you used engaging body language
- How well you explained your topic
- How clear and interesting your visual aid was
- Whether you kept the audience's attention
- How well you used your visual aid
- Whether you made good use of the time
- General positives
- Anything you could improve for the future