

Employability Soft Skills:

Creating and Delivering a Presentation



Agenda For Today's Session

1. Getting started 03
2. Creating a presentation 05
3. Delivering a presentation 13
4. Wrap up & reflection 18

01

Getting started

The value of presentations

Let's get started - Activity 1

In your groups, consider these three questions and make a note of your answers:

- What do you think the **value of presentations** are/**when might you use a presentation**?
- What **key skills are needed** to create and deliver presentations?
- How do you **currently feel about delivering a presentation** to a audience?

Write down **one word** to describe your feeling.



02

Creating a presentation

Preparing carefully

Preparation is key to an effective presentation; ensure you plan your structure before adding the detail to the presentation. Consider the following:

An **introduction to you** - ensure the audience know who you are

An **introduction to the topic** - what are you going to talk about?

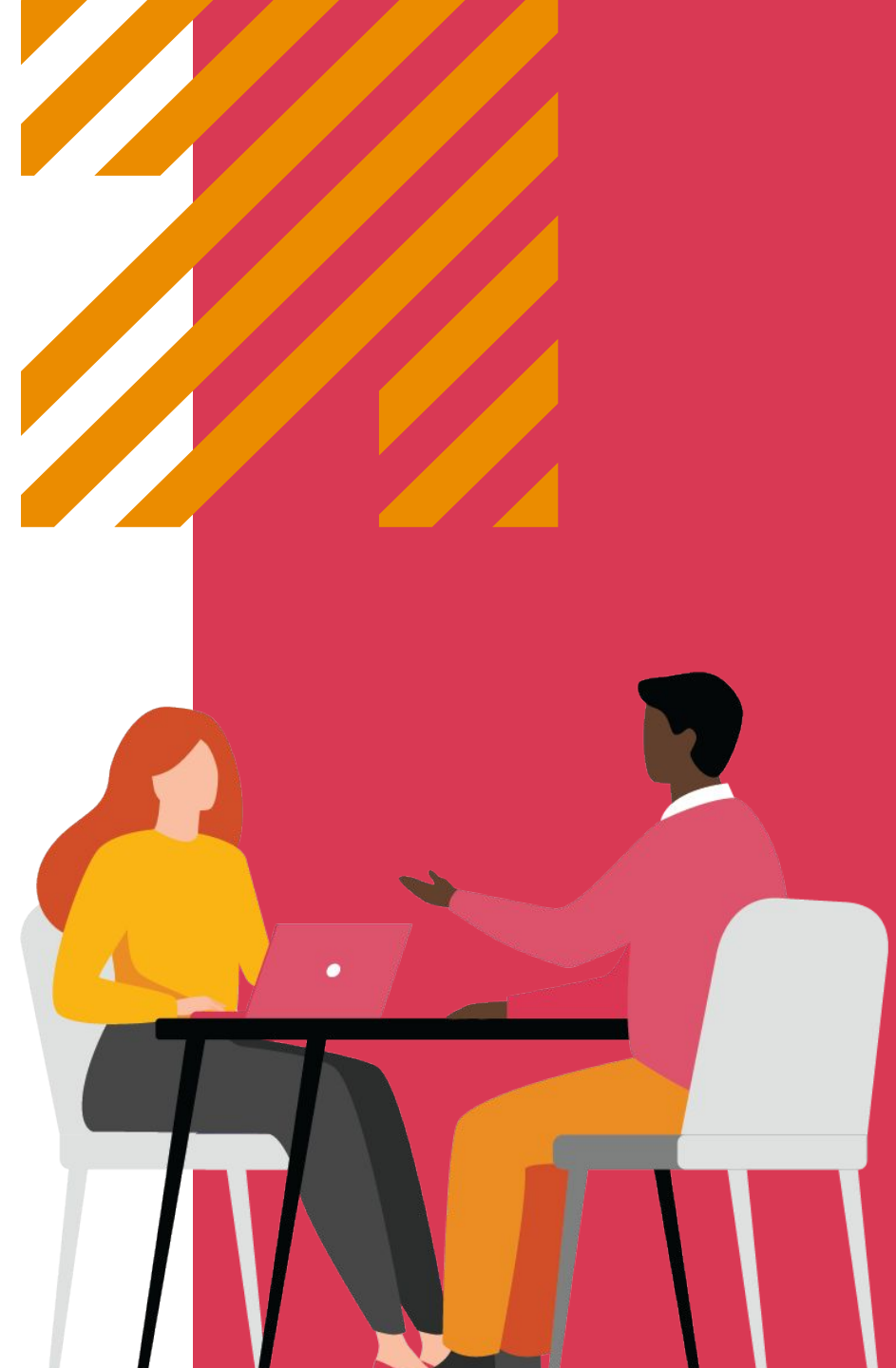
Your **audience** - what will your audience want to hear about the topic and what is their current level of knowledge about the topic?

Keep focus - choose **three important points** that you want to share with your audience on the topic

Create **variety** - ensure you have a mix of text, visuals & activities in your presentation

Concluding - what are the **key themes** that you want your audience to takeaway?

Questions - leave time for your audience to ask any questions



Considering your content

Add in your content once you have your outline



Use a number of **resources** to support you with the content - such as books or the internet



Try to find some interesting **facts or statistics** - this will help keep your audience engaged



Draft your **notes** for your presentation and consider the amount of content you have for the **time available** for the presentation



Add **key points** to a small **cue card**/piece of paper for you to refer to whilst presenting your presentation so that you are not solely dependent on technology for your presentation and notes



Remember - **technology can fail even during the most important of times** so it's good to have a **backup of your presentation and notes in hard copy**. **Don't panic if something does go wrong; all the audience want you to do succeed and will support you whilst you sort out the issue.**



Consider writing your notes out a few times to help you **remember** them

Activity 2 - Time to Practise Structuring a Presentation!

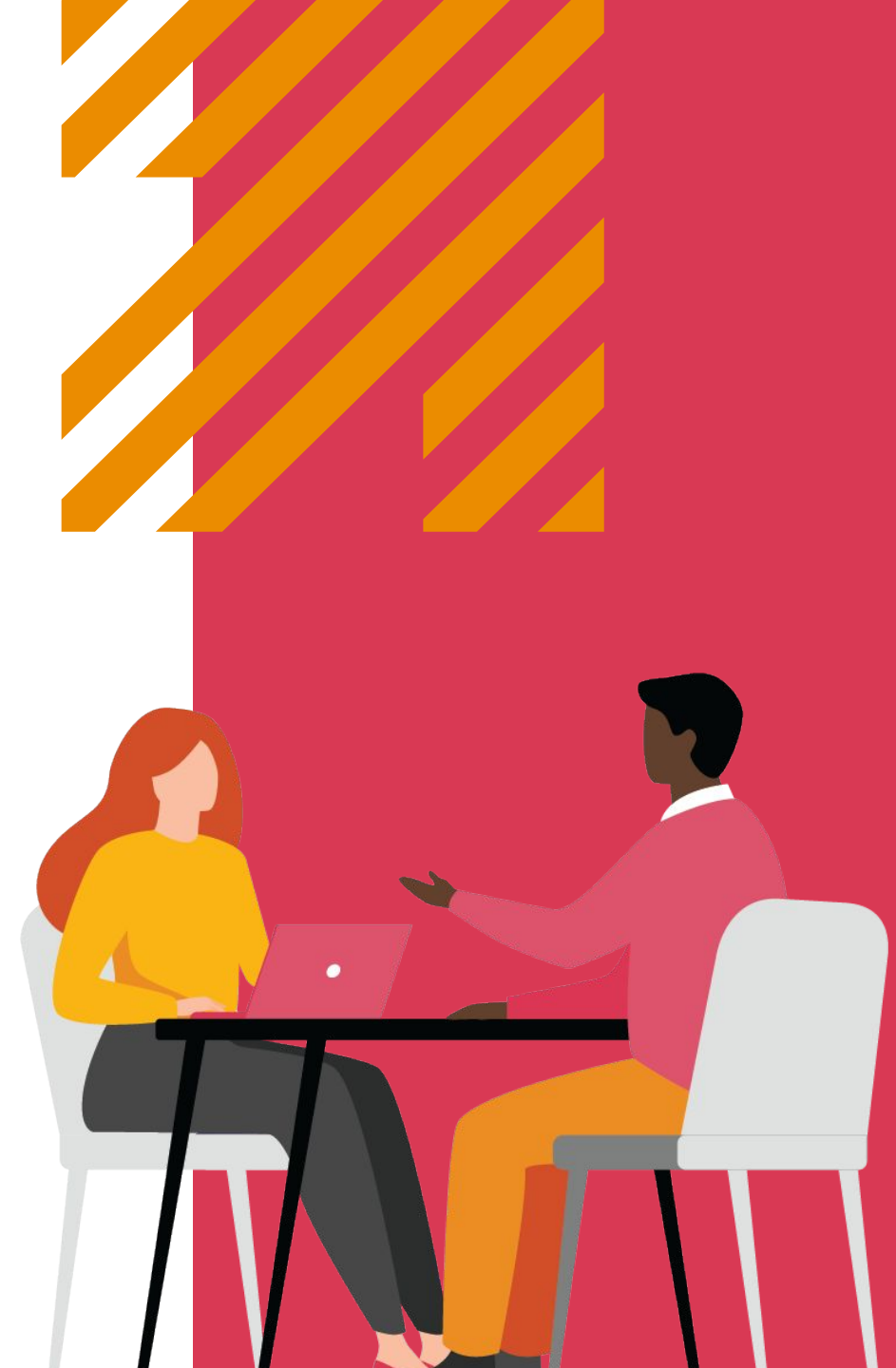
Now it's time to practise preparing the outline of a presentation. This should be a 15 minute presentation to the year below you informing them about:

- **earthquakes**: what are they and why do they happen?
- or **your favourite music artist**: who are they and why are they your favourite?
- or another topic of your choice.

What headings would you include in your presentation and what timings would you put to each heading?

Note - you do not need to add the content of the presentation - you are just practising writing the outline. You can refer back to the previous powerpoint slides for some ideas.

You have **10 minutes** to complete your plan.



Considering your visuals wisely

Your visuals should complement what you are saying...not duplicate it. Consider the following tips if using slides to complement your presentation:



Include a brief summary of your points



Include white space



Choose a clear, legible font



Use images



Use short videos

Activity 3 - The impact of visuals

In groups, review the following two slides, which outline the top 10 ways to improve your employability skills. You should consider the following questions:

- **How easy is it to review the information - do the key points stand out to you?**
- **What works well/ doesn't work very well?**

Spend a couple of minutes on each visual.

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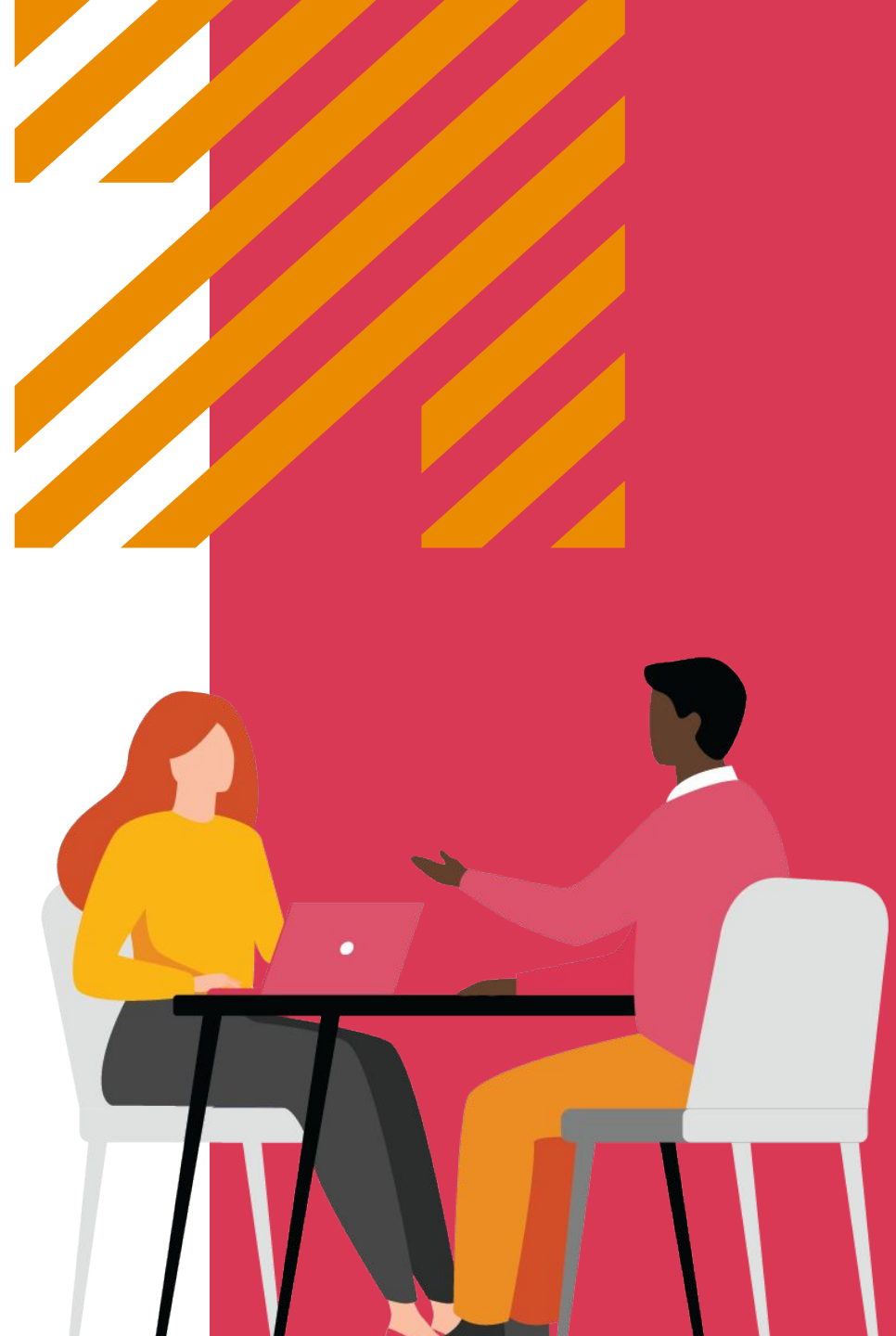
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How to improve your employability

Top 10:

1. Coach and develop yourselves
2. Be passionate about making a difference
3. Communicate with impact and empathy
4. Be curious, learn, share & innovate
5. Learn and contribute
6. Show you have courage and empathy
7. Build and sustain relationships
8. Manage projects and budget
9. Be open minded, quick to adapt
10. Build knowledge of the world of work



How to improve your employability

1

Coach and develop yourself and others

2

Communicate with impact and empathy

3

Be curious: Learn, share and innovate

4

Lead and contribute to team success

5

Build and sustain relationships

6

Show you have courage and integrity

7

Manage projects and budgets

8

Be open minded, practical and quick to adapt

9

Build knowledge of the world of work

10

Be passionate about making a difference

02

Delivering a presentation

Your delivery

Nonverbal and verbal communication are important in your delivery. Here are 5 tips to consider:

- **Start strong** - to gain the buy-in of the audience - for example you could show an interesting statistic or striking image
- **Be aware of your body language** - show confidence by having a good posture, avoiding nervous gestures and remember to smile! This will not only make you feel more confident but look more confident to your audience too.
- **Engage with your audience** - ask questions, include activities to involve them, give examples and make eye contact
- **Speak slowly, clearly and loudly for all to hear** - remember that everyone needs to be able to hear you - including someone who may be sitting at the back of the classroom - so look forward, project your voice and include pauses when you speak.
- **Know your presentation and visuals** - so that you are not staring at them when talking about them



Practice, Practice, Practice!

Finally, it is really important to practise delivering your presentation. Here are some practical tips for how to practise!

Write out your talking points for each slide.

Say your points out loud and time yourself saying them

Practise your presentation with the technology (and room if possible) that you'll use on the day

Practise with a friend and ask them for feedback. Or you could film yourself and do some self feedback.

Consider if you will be standing up or sitting down. This might be affected by the formality of the presentation and the audience size.

You could create cue cards with your key points to prompt you during the presentation.

Discover whether there are any gaps in your knowledge that you need to research and if the length of your content needs adjusting.

Test how loud to speak and learn how the technology works (if applicable)

Consider what questions the audience might ask and adjust the content to address these.

Run through the presentation one final time on the day and ensure your key points are top of your mind

Grow in confidence

Now that we know the importance that body language has on our presentations, it's time to think about how we can make ourselves feel at our most confident before we have to give a presentation.

- Spend a few minutes thinking about a time in your life when you have been at your most confident and write it down.
- Now, when you next come to do a presentation, take yourself back to that time just before you start your presentation to help you be in a calm mindset.



Grow in confidence

To calm any nervous energy, it can also help to take some deep breaths before your presentation.

Practise now:

- Breathe in through your nose and out through your mouth.
- As you breath in, let your belly expand without forcing it.
- Breath in gently and regularly.
- Some people find it useful to count steadily from 1 to 5 as they breath in and again when they breath out.
- Some people find it useful to visualise a golden balloon slowly expanding in their chest as they breath in and slowly deflating as they breath out.
- It also may be helpful to try breathing in through your nose for 4 seconds, holding it for 8, and then exhaling through your mouth for another 7 seconds.

Give it a go for a few minutes.



04

Wrap up and Reflection

Reflection

Reflect on what you have learnt today and what one thing you will each take away from the session. Write down and share your learning with your partner.

Choose one of the reflective questions below to answer, thinking about the skills you have learnt today:

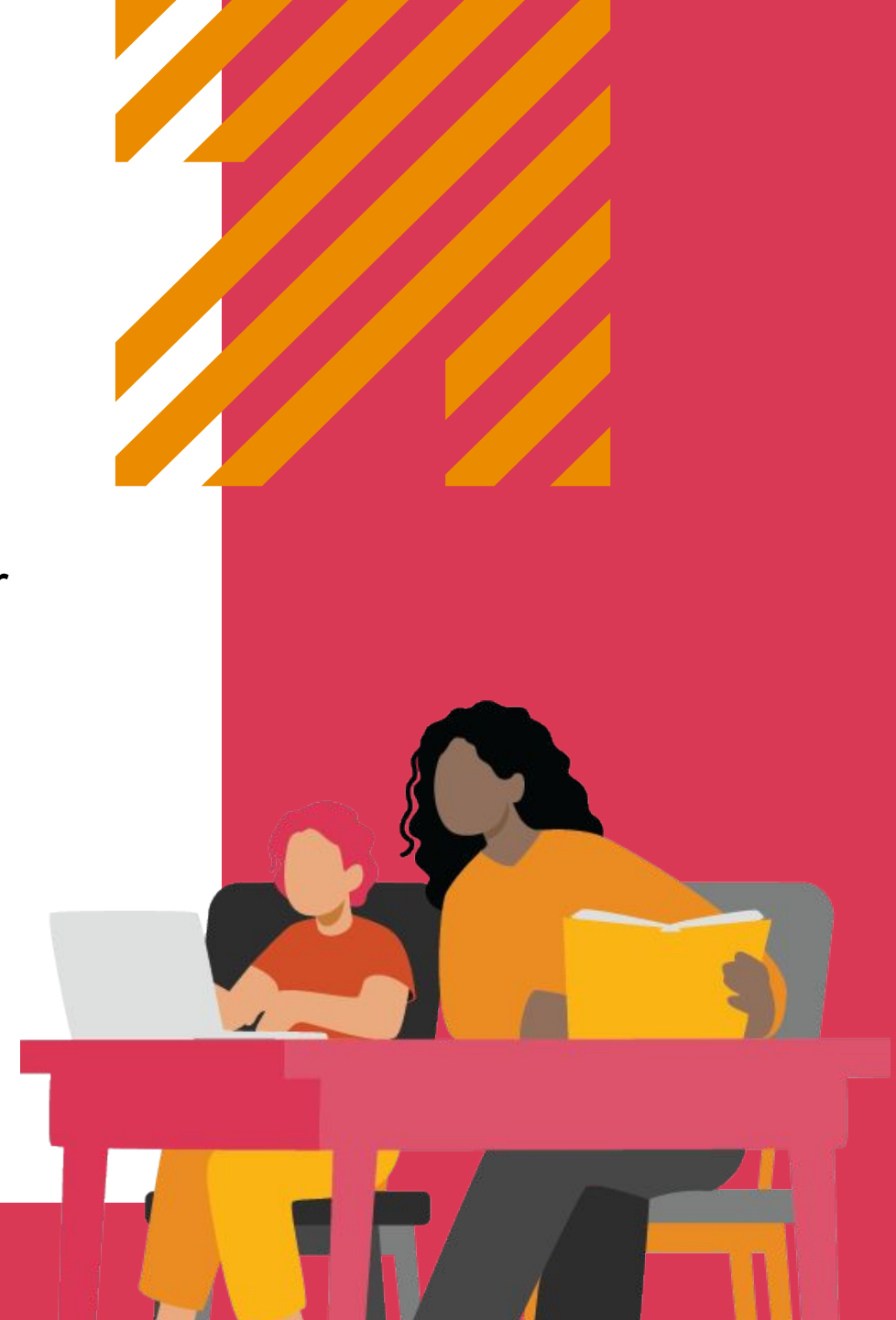
- How can you use tone, expression and gesture to make your speaking engaging?
- Why is it important as a listener to pay attention to tone, not just the words?
- Have you had any experience of using visual aids while presenting?
What worked well and what worked less well?



Optional Extended Challenge Task

- Select a presentation topic of your choice.
- Create an outline and content for a 5 minute presentation.
- Practise your presentation using the tips provided.
- Then present to your class and get feedback on your presentation.

If you would like to submit any written work to PwC for feedback, then ask your teacher to email uk_inclusion-community-wellbeing@pwc.com



Thank you

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