Mock Presentation Preparation

To make the most of your [mock presentation](https://le.ac.uk/career-development-service/interviews-and-assessments/assessment-centres/presentations), and to help you prepare for the real thing, **consider** what type of presentation you may have to present and what they may **assess** you on (competencies). You can research the employer and the role to help you with this.

**\*\*Please bring the presentation you want to deliver to your appointment\*\***

Use the job description, the company website, and job profiles such as those on [Prospects](https://www.prospects.ac.uk/job-profiles) to help you prepare. You can also choose the [example of presentation topics](https://le.ac.uk/career-development-service/interviews-and-assessments/assessment-centres/presentations) on the Career Development Service website.

**Employer: Position Applied for:**

**Topic of presentation:** (this may be a question you need to answer or the objective of what you are looking to achieve)

**Outline/ structure of presentation:**

**Who is your audience:** (This could be the employer or the employer acting as a client or customer.)

**Which competencies are being assessed**: (engaging presentation skills, verbal and non-verbal communication, confidence, mentoring and coaching, technical knowledge, commercial awareness, quality of resource produced, dealing with questions)

**What would you like to gain from this appointment?**

**How have you prepared for this presentation?**

**Action plan: To be completed during your appointment**

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| --- | --- |
| Use the prompts below to plan how you will develop your Presentation preparation so that it meets at least **10 out of 12** on the scoring grid before attending your interview/assessment. | **Current Level 0-4** |
| **Presentation skill**  Verbal communication: is your speech articulate, well-paced and clear?  Non-verbal communication: do you use gestures and eye contact to engage your audience?  Visual aids: are your visual aids clear and professional, containing only key points to support argument?  Structure of presentation: does your presentation follow a logical and clear structure?  Timing: does your presentation fill the time allocation comfortably?  What feedback were you provided and what steps will you take to improve your presentation skills?  1.  2.  3. |  |
| **Presentation content**  Technical knowledge: does your presentation reflect research done? SWOT/PEST analysis?  Commercial awareness: does your presentation reflect research done? SWOT/PEST analysis?  Relevance to topic: have you chosen to cover the most pertinent and convincing points?  Dealing with questions: how well have you prepared for the questions they may ask about your presentation?  What feedback were you provided and what steps will you take to improve your presentation’s content?  1.  2.  3. |  |
| **Reflection on preparation:**  Do the points you make effectively fulfil the brief and analyse the topic, if required?  How does your presentation demonstrate your understanding of the role and company?  How will the company benefit from your presentation?  What steps will you now take to develop the overall impact of your presentation?  1.  2.  3. |  |

**Please bring this document to any future appointments**

**Student Signature…………………………………**

**Adviser signature…………………....................... Date………………………………………**