CLAY M^cGUIRE

S E A R C H ■ S E L E C T I O N ■ C O N S U L T A N C Y

ADVICE ON PRESENTATIONS

Practical Issues

Ensure that you confirm the number of people you are presenting to, so as to use the most appropriate technology (eg laptop or laptop plus projector).

Our suggestion is that you take a laptop and a disc/stick and you ensure that the client has a projector or similar technology.

Tips and Pointers

- **Do not exceed time - fundamentally, ensure you are plus or minus a couple of minutes only.**

- **Do not overdo the quantity or amount of information on slides.**

- **Put focus into your quality of thinking, rather than the quantity of slides/output.**

- **Ensure that the presentation illustrates how you think and the relevant implications of issues.**

- **Use evidence from your background to illustrate the key points if appropriate.**

- **Scale and scope problems and opportunities.**

- **Enjoy it! Ensure that the client sees the best of you.**

- **Rehearse it. Then rehearse it again!**

Emergencies

- **Make sure you have full back-up for the failure of all technology.**

- **Ensure that you have copies and spares of all handouts.**

- **DO NOT GO BEYOND ALLOCATED TIME: 10 MINS IS 10 MINS!**
  Our longest 10 minute presentation in 2006 was 58 minutes! And no, she did not secure the role.

The above is for guidance only and is made in the light of significant feedback to this interview tool at board/executive level.

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Association of
Executive
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