

PRESENTING WITH IMPACT



Whether it be meeting with friends, job interviews or casual conversations with new people, our presentation and appearance creates the ultimate impact and lasting impression on others. The following key areas can help you to prepare, present and follow up with genuine interest and intrigue.

BEFORE

- Find an outfit that makes you feel confident and demonstrates your knowledge of the area and your effort in planning
- Create an understanding of why you are going to the meeting – what you want to achieve
- Identify three core messages or aspects of you to share throughout the discussion
- Know your audience, research people, companies and roles, whatever will help you to get a step ahead in knowing about what the discussion may include
- Identify examples you can share in different situations and with different levels of success
- Prepare three questions you wish to ask about the people you're meeting, the place or role
- Ensure your directions are right, plan to arrive 10-15 minutes early.

DURING

- Relax and smile, welcome people to talk to you & use positive self-talk to reduce nerves
- Invite a hand shake with confidence and comfort
- Trust yourself! You are speaking with people as you have something to offer, are interested or have been invited
- Maintain natural eye contact, comfortable not creepy
- Be balanced in your conversation between sharing your experience or opinion and being conversational to get to know one another
- Ensure you answer the questions posed, be sure to have specific examples or stories top of mind where you can explain what you did and what was achieved
- Get to know who you are with, be interested and interesting.

AFTER

- Follow up in writing, send an email or message of thanks, showing appreciation of their time and effort
- Connect on LinkedIn noting your meeting them as your motivation to reach out
- Call for feedback and be open and appreciative of all feedback
- Reflect on what you did well and how you can improve, do not beat yourself up, and focus on two things you did well and one you can improve for next time.

Throughout our professional and personal lives, we will continuously meet new people. Adapting to different settings and refining our skills in this area will only benefit us in all the spheres of our world.

Contact us to kickstart your career

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