



## How good are my Presentation Skills?

Being able to prepare for and deliver presentations to colleagues or other stakeholders is an important leadership skill.

Fortunately, being able to present effectively is a skill we can all learn and develop. Even the most experienced and accomplished presenters have to think carefully about what they say and how they say it, refining and rehearsing until it's right for their audience and they feel they'll be able to maximise its impact.

To assess your own presentation skills level, take our quick assessment.

You could also use it to ask a trusted colleague for feedback on how strong they think your presentation skills are too.

### Assessment

Think about how you usually prepare for and deliver a presentation.

#### Score yourself against the following statements:

**3 points** for every *almost always*

**2 points** for every *sometimes*, and

**1 point** for every *almost never*.

Add up your score to see how well you're doing.

If you have asked a colleague for their feedback, compare their results with yours.

STATEMENT	Score
1. I'm careful to consider my audience: who they are and their needs and expectations.	<input type="text"/>
<b>2. I'm clear about the purpose of what I intend to say and the outcomes I'm looking for, and keep that focus throughout.</b>	
3. I take into account where I'll be speaking and when, and how that might impact on what I say and how I'll say it.	<input type="text"/>
<b>4. I select presentation content carefully and look to structure it as clearly as possible.</b>	
5. I especially focus on my presentation openings and endings to give them maximum impact.	<input type="text"/>
<b>6. I use stories that encapsulate my purpose, add interest and create emotional connection.</b>	
7. I plan in advance any appropriate visual aids or props I'll want to deploy.	<input type="text"/>
<b>8. I am aware of the pitfalls of too much detail on my visuals and use them only to highlight and summarise.</b>	
9. To add variety, my visuals include graphics and images and not just words.	<input type="text"/>
<b>10. I practise and refine presentations several times, sometimes with a trusted colleague.</b>	
11. I understand what notes or other prompts will help me to perform on the day.	<input type="text"/>
<b>12. I consider how I'll interact with the audience and anticipate likely questions.</b>	
13. On the day, I'm careful to check out the room where I'm speaking and any equipment I'll be using.	<input type="text"/>
<b>14. I know how to ground myself and manage my presentation nerves.</b>	
15. I'm aware of my body language, how that needs to align with what I'm saying, and how I can use it to add emphasis.	<input type="text"/>

STATEMENT	Score
15. I'm aware of my body language, how that needs to align with what I'm saying, and how I can use it to add emphasis.	<input type="text"/>
<b>16. I communicate in a way that's easy to understand, avoiding jargon and obscure language.</b>	
17. I speak clearly, with a relaxed, natural voice, varying my pitch, tone and pace and pausing for variety and emphasis.	<input type="text"/>
<b>18. I make and maintain eye contact with my audience.</b>	
19. I stand tall with an open posture and use gestures to reinforce what I'm saying.	<input type="text"/>
<b>20. After the presentation, I reflect on my performance and identify ways I might improve next time.</b>	
<b>TOTAL SCORE</b>	<input type="text"/>

## How did you do?

**50-60:** Congratulations; you're doing really well. Reflect how you can keep to these high standards and the things you might do even better next time.

**39-49:** Not bad at all. You have a solid base on which to build. Identify three-four key things you'll work on to improve your practice.

**20-38:** You probably need to work a bit more on your skills. But don't panic. Re-read our resources about effective presenting and use this assessment as a jumping off point to improve in future.

