



Preparing for Executive Level Presentations
SELF-RATER



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Preparing for a presentation is often charged with emotion and anxiety. Presenting to executives is considered a high-stakes opportunity and therefore we tend to experience higher levels of stress and concern. These concerns may become disruptive behaviors and minimize your message and impact.

An honest reflection of your strengths, weaknesses and blind spots will help you quickly identify where you need to focus your preparation efforts therefore reducing anxiety and excelling in an otherwise challenging situation. As you prepare for your next presentation, consider the following categories and self-rate your ability within each Key Success Factor (KSF) and identify actions you might take to improve.

Key Success Factors	Below Average	Average	Above Average	Actions for Improvement
COMPOSURE: Controlling your own emotions and responses to the emotions of others.				
CONFIDENCE: Maintaining a physical presence that shows you possess a strong belief in yourself and your message.				<i>Find and use your neutral position whether seated or standing, leaving hands comfortable and open.</i>
CREDIBILITY: Establishing a presence that validates you and your message.				
EXPERTISE: Directly demonstrating knowledge of the topic.				
CLARITY: Having unequivocal focus on your message and how you present it.				<i>Be absolute in what the optimal outcome is for this presentation. Share this with the audience and solicit their support in achieving this outcome.</i>
CONCISENESS: Eliminating any content and vocal clutter that detracts from your core message.				
CONNECTION: Making others comfortable with you and attentive to your message.				
PASSION: Infusing your interaction with high energy in your body language and voice.				
FLEXIBILITY: Reacting to unexpected questions and dialogue with grace.				<i>During your preparation phase, consider all objections and the opinions each audience member brings to the discussion. Think though positive responses.</i>
OPENNESS: Maintaining physical and mental receptivity to others feedback and new ideas.				
TOTAL IN EACH CATEGORY:				

