

PROGRAMME I SOFT SKILLS: PRESENTATION SKILLS

**PRESENTATION BY
HENRIETTA KRISTANTO**

TAJS @Jakarta, 29 July 2019

Your global tax partner



WIIFM

What's In It For Me ?

Presentation Skills



- ❖ Choose a topic
 - Do your research
 - Information must be relevant.
- ❖ Know your audience
 - Find out their needs and expectations
 - Present only what the audience needs to know
 - Manage their expectations. Be clear about what you are trying to achieve.
- ❖ Consider the time constraint
 - Determine how much information the audience could take in a limited period of time.

Presentation Skills



- ❖ Make an outline of your presentation
 - There must be a logical progression of ideas and clear development of the topic

Beginning → Middle → End

Communications Elements



❖ VERBAL

Words/Language

Keep sentence and paragraph construction simple and short

7%

❖ VOCAL

Tone of voice

Pitch

Rate

Quality

38%

❖ VISUAL

Your Body Speaks

Stance

Movement

Gesture

Eye Contact

Make it Natural

55 %

Technical Presentation – Design Guidelines



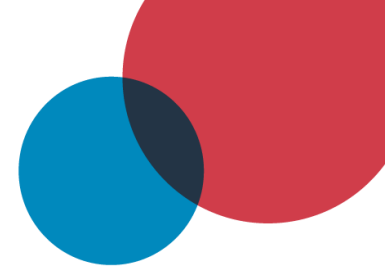
❖ Design Guidelines

- Make them visible
- 1 visual = 1 main point
- Keep it simple
- Use carefully
- Make them consistent
- Use different types of aides

❖ Display Tips

- Display a visual just before you are ready to talk about it
- Maintain eye contact
- Display it long enough
- Don't block the visual
- Display the correct visual
- Have them ready
- Rehearse
- [have a back up plan]

Presentation Skills



- ❖ Be prepared
- ❖ Practice
- ❖ Engage the audience
- ❖ Relax
- ❖ Accept that you will make mistakes

“Source : Nikki Stone, 5 Secret to Looking Confident While Speaking in Public, Huffington Post 1/24/14”

ABOUT TAXAND

Taxand is the world's largest independent tax organisation with more than 400 tax partners and over 2,000 tax advisors in nearly 50 countries. Taxand focuses on delivering high quality, integrated tax advice, free from conflict creating audit work. Taxand advisors work together to deliver global tax services for clients.

www.taxand.com

Taxand is a global organisation of tax advisory firms. Each firm in each country is a separate and independent legal entity responsible for delivering client services.

© Copyright Taxand Economic Interest Grouping 2019
Registered office: 1B Heienhaff, L-1736 Senningerberg
– RCS Luxembourg C68