

**EMPOWERING PEOPLE.
BUILDING SKILLS.
CREATING OPPORTUNITY.**



12. PRESENTATION INTERVIEWS

SHOWCASE YOUR IDEAS. INSPIRE CONFIDENCE.

Presentation interviews give you the opportunity to demonstrate your knowledge, communication skills, and ability to influence and engage others. It's your time to inform, persuade and make an impact. ❤️

IN THIS GUIDE

- ✓ What is a presentation interview?
- ✓ How to prepare and plan
- ✓ Tips for delivering a great presentation
- ✓ How to handle questions
- ✓ Key things to remember

1. WHAT IS A PRESENTATION INTERVIEW?

- ✓ You are asked to prepare and deliver a presentation on a topic related to the role.
- ✓ It assesses your knowledge, communication, confidence and ability to engage others.



It's your chance to inform,
influence and impress.

2. WHAT EMPLOYERS ARE LOOKING FOR

- ✔ Clear structure and organisation of ideas.
- ✔ Knowledge and understanding of the topic.
- ✔ Communication and presentation skills.
- ✔ Confidence and professionalism.



They want someone who can present ideas clearly and with impact.

3. HOW TO PREPARE AND PLAN

- ✓ Understand the topic and audience.
- ✓ Research and gather relevant information.
- ✓ Plan your structure – introduction, main points and conclusion.
- ✓ Practise your delivery and timing.



Preparation builds
confidence and clarity.

★ 4. TIPS FOR DELIVERING YOUR PRESENTATION

- ✔ Start strong – grab attention early.
- ✔ Speak clearly and at a steady pace.
- ✔ Use visuals to support your points.
- ✔ Engage your audience and maintain eye contact.
- ✔ Stay within the time limit.



Be confident, natural
and audience-focused.

5. HANDLING QUESTIONS

- ✔ Listen carefully to each question.
- ✔ Take a moment to think before you answer.
- ✔ Answer honestly and with confidence.
- ✔ If you don't know, be honest and suggest how you would find out.



Questions are your chance to show your thinking.

COMMON PRESENTATION INTERVIEW TOPICS / ACTIVITIES

TOPIC / ACTIVITY	WHAT YOU MIGHT BE ASKED TO DO	WHAT EMPLOYERS ARE LOOKING FOR	TIPS FOR SUCCESS
 Industry / Market Analysis	Analyse a trend or issue in the industry and present your insights.	Analytical skills, knowledge, insight, critical thinking.	Use facts, examples and clear conclusions.
 Idea / Solution Proposal	Present a solution to a problem or an idea to improve something.	Creativity, problem-solving, innovation, practicality.	Explain the problem, your solution, and the benefits.
 Project / Plan Presentation	Present a plan or strategy for a project or initiative.	Planning, structure, organisation, attention to detail.	Use a logical structure and highlight key steps and outcomes.
 Persuasive / Argument	Present your viewpoint on a topic or debate a perspective.	Persuasion, communication, confidence, reasoning.	Support your points with evidence and clear reasoning.
 Skills / Experience Showcase	Highlight your skills, experiences and how they relate to the role.	Self-awareness, communication, relevance, confidence.	Link your experience to the role and organisation.

 DO'S

- ✔ Understand the topic and audience.
- ✔ Plan a clear structure and key messages.
- ✔ Practise your presentation multiple times.
- ✔ Use visuals or slides to enhance, not distract.
- ✔ Speak clearly, make eye contact and engage your audience.
- ✔ Manage your time and stay within the limit.
- ✔ Thank the panel and audience at the end.



DON'TS

- ✗ Don't read from your slides or notes.
- ✗ Don't overcrowd slides with text or data.
- ✗ Don't go over the time limit.
- ✗ Don't ignore the audience or look at the screen too much.
- ✗ Don't apologise for nerves – stay confident.
- ✗ Don't leave questions unanswered or rush your answers.



REMEMBER

You have knowledge. You have ideas. You have something valuable to share. Prepare well, present with confidence and let your potential shine. ❤️