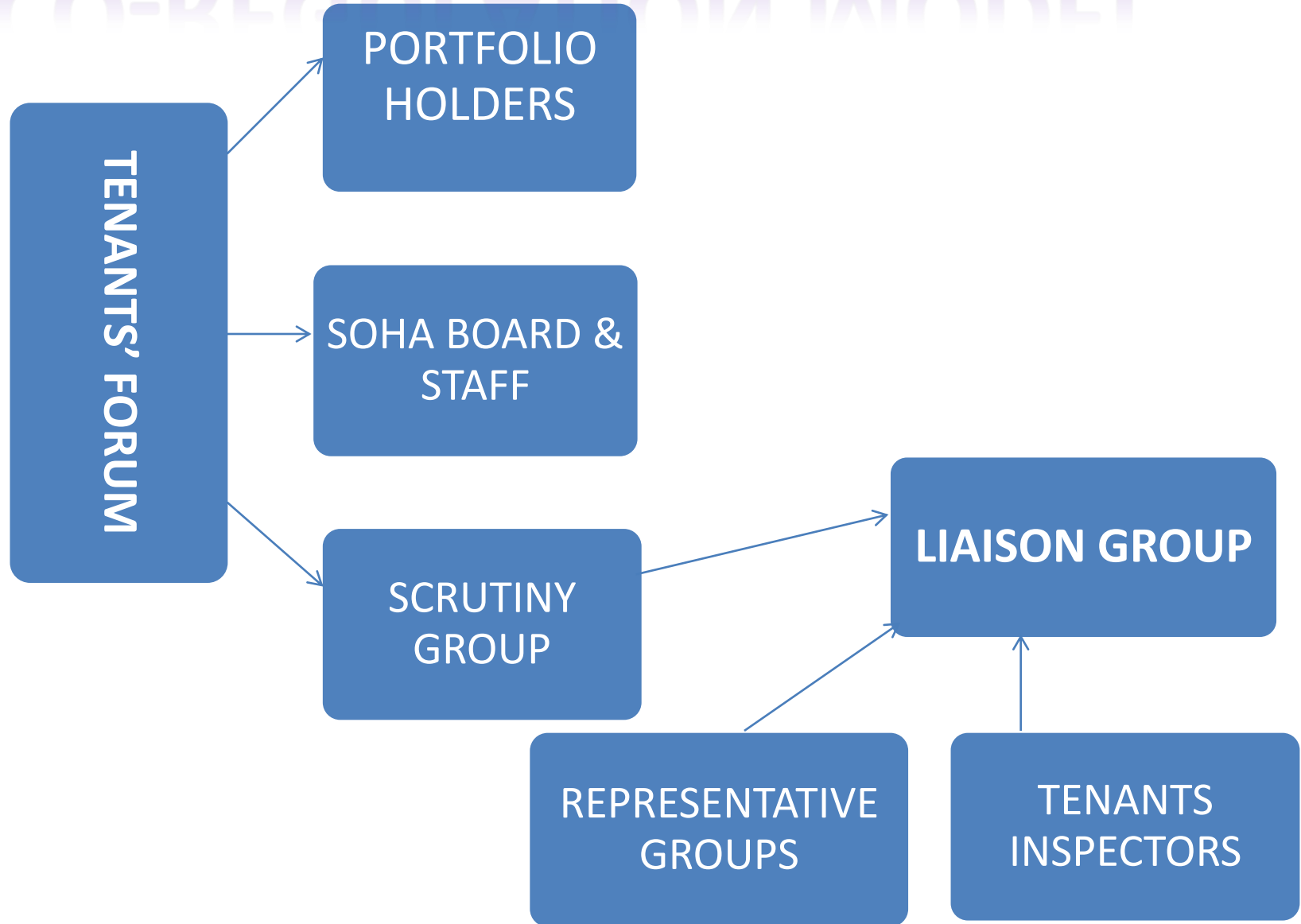


PRESENTING INFORMATION TO SENIOR STAFF & BOARDS

**NASREEN AL-HAMDANI
MARGARET BUCKELL
MAUREEN ADAMS**

CO-REGULATION MODEL

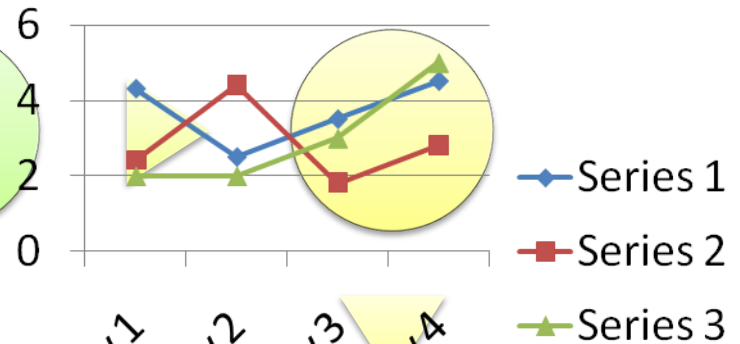


CELEBRATING SUCCESS



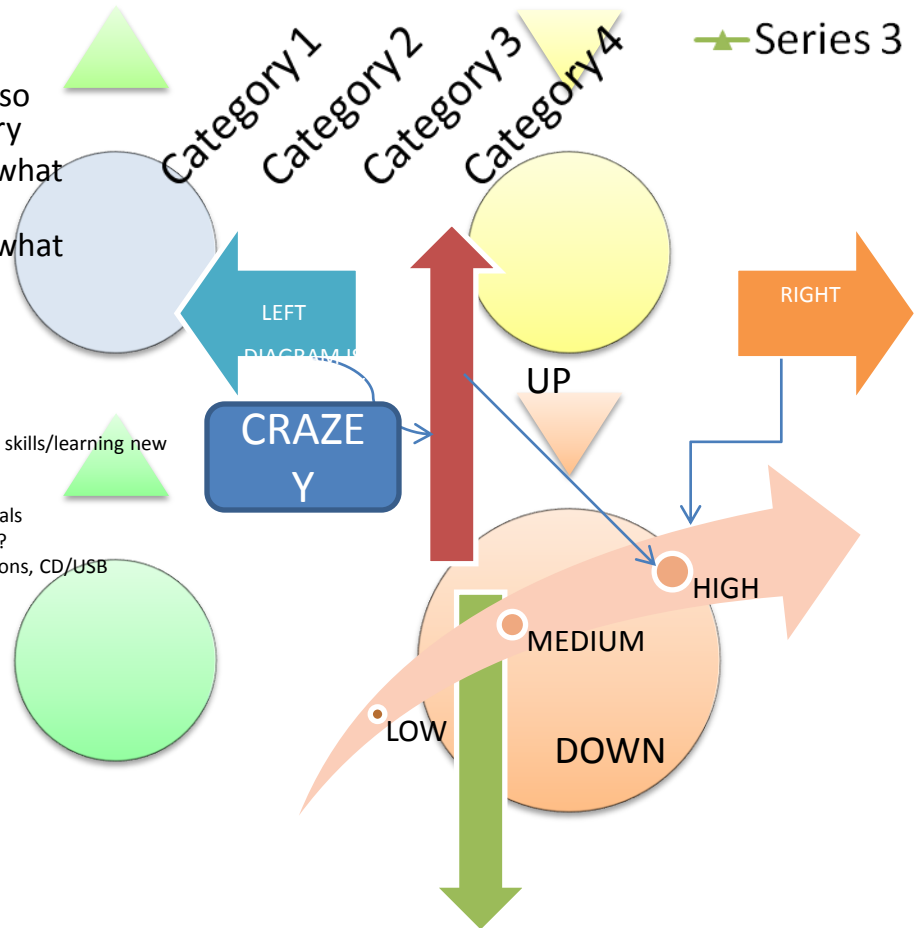
PRESENTING TOP TIPS

- Presenting information can be done in various ways. Power point presentations, formal reports, meetings, discussion groups etc. Below we have listed top tips to help you whether its writing a report or doing a power point presentation. These tips have been gathered from our experience as involved tenants and our experience in report writing and doing presentations and seminars. We hope you find them practical and useful.

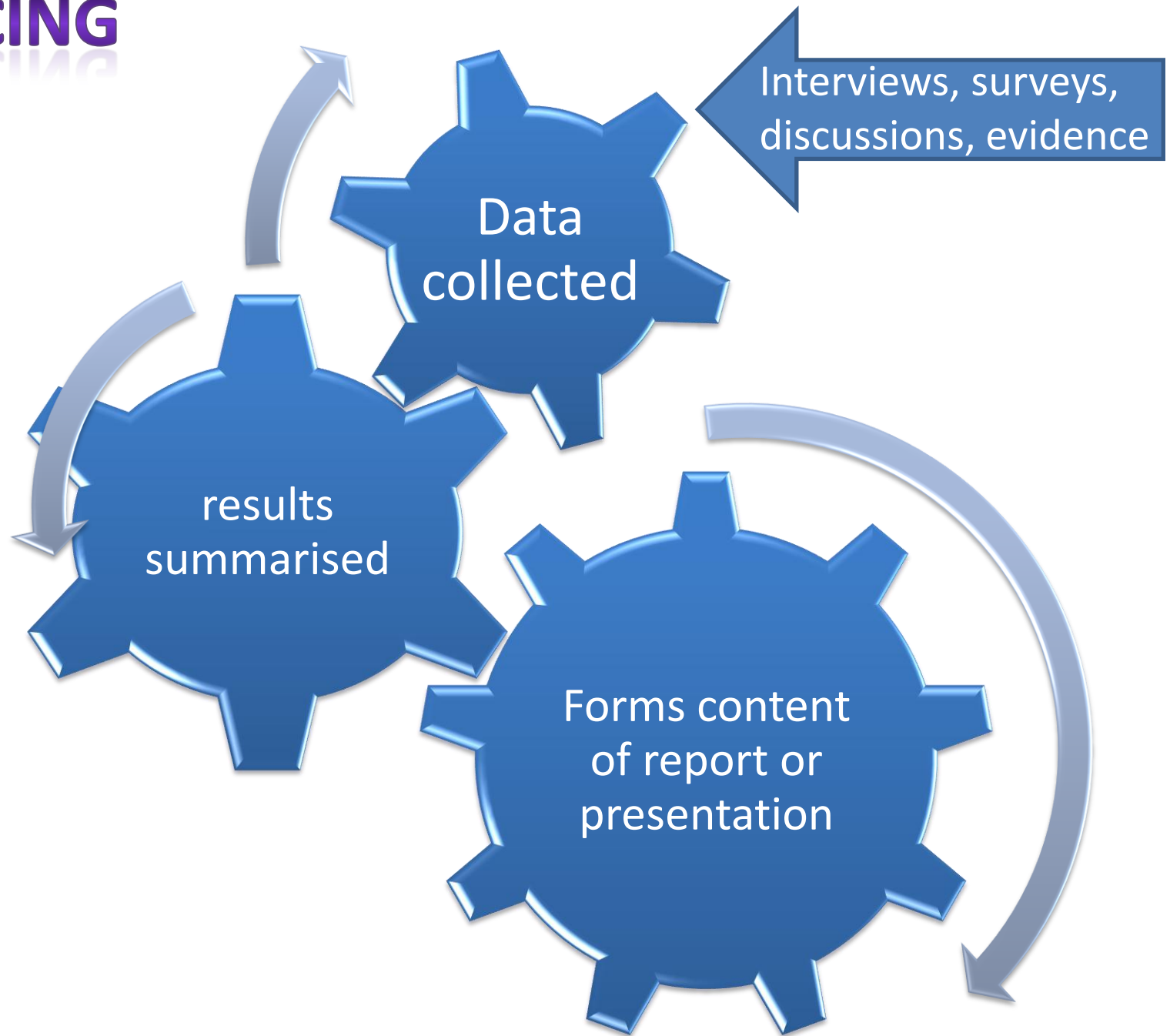


- Use your planning sheet to map your story so far... Talk to your neighbour about their story
- Jot down what stops (barriers) and what helps (enablers) (10 mins)
- As a table, focus on two problems and see what solutions you can come up with (15 mins)
- Plan your next steps (15 mins)

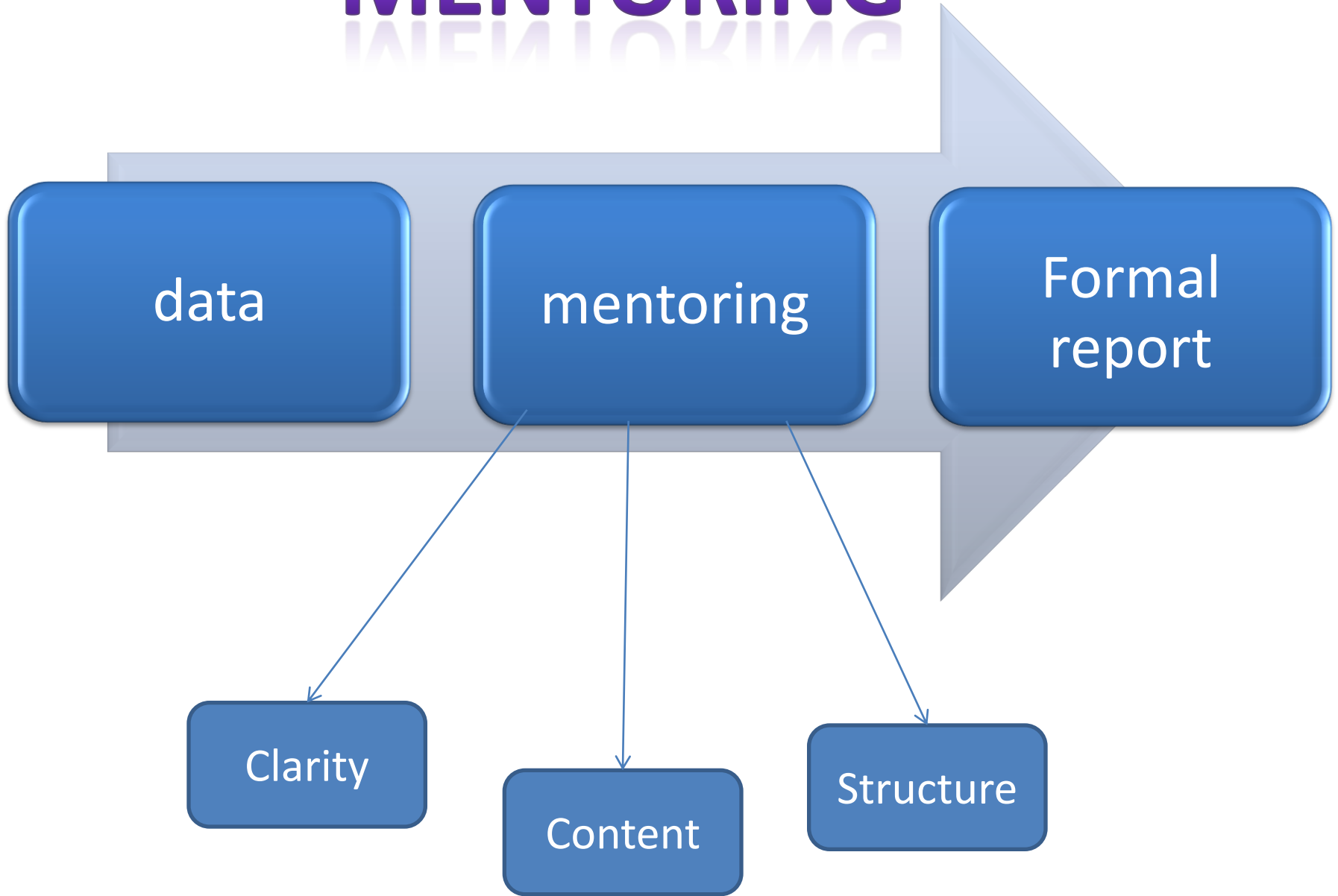
- Make sure your message is clear, concise and useful
- Sharing the workload amongst the team
- Utilising skill base of team members/ building on existing skills/learning new ones
- Having ownership of you work
- Support, technical, admin, logistical, resources and materials
- Know your audience: who, how many, why are they there?
- ALWAYS save and back up your work especially presentations, CD/USB
- Make your presentation creative and with a little humour
- Use ice breakers
- Include some audience participation.
- Try to build a rapport with the audience



PRODUCING YOUR REPORT



MENTORING



FORMAL PRESENTATION



Board Awareness

The audience – what is *your* board looking for?

The key messages matter most:

- What do they need to know?
- How can they help?
- What do you want them to remember?

Soha's board recognise that the voice of the customer is very powerful –with supporting evidence!



SOME TIPS.....

YOUR MESSAGE:

Clear

Concise

Useful

WORK/SKILLS

Share load

Build on skills

Learn new ones

OWNERSHIP

Your work

Your views

Your experience

IF WE CAN DO IT.....
SO CAN YOU!

THANK YOU