

# Deloitte.



# Presentation Preparation

## Workbook

MAKING AN  
IMPACT THAT  
MATTERS  
*since 1845*

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# What to expect at Deloitte?

At Deloitte you'll be asked to give a five-minute presentation on a given topic. It will be a relaxed atmosphere and you will likely only present to one person – the same person who interviews you. You need to prepare no more than four slides including the title slide. You could be asked to present on things like:

- Why high-quality work should be a team's number one priority
- Ways the company to provide extra value to clients and customers
- How to assess the financial potential of an investment

Be prepared to be asked some follow-up questions and discuss your ideas. This can become a two way conversation as you can ask your own questions too. The discussion will last around ten-minutes.

If you are presenting virtually, simply share your screen when asked and get started. If you are presenting in real-life, bring printed copies of your slides as you won't have access to a projector, laptop, or any other equipment.

# TIM framework

The TIM framework can guide your research and planning.

- T: What topic have you been given? What does it make you think of, and what areas of knowledge do you need?
- I: Intention. Set your intention for your research. Overall knowledge is useful, but what specific things do you need to know to move forward?
- M: Messaging. Based on your research, you can then decide on the core message of your presentation. What ideas or solutions will you present?

Use the topic below to practice using the TIM framework. Allow this activity to guide your presentation preparation. Ensure you have a clear understanding of the topic in general, what you need to research and what message your presentation will focus on.

Topic: How can an organisation make a career in financial services more appealing to young graduates?

Topic	Research intention	Presentation message

# TIM framework

In your own time, try applying the TIM framework to these additional topics:

- How to effectively track progress within a workforce where some are office-based, and some are working remotely
- Ways for an organisation to become carbon neutral / climate neutral
- How to improve collaboration in a team working across different languages and time zones

Topic	Research intention	Presentation message

# Structuring your presentation

Review the different elements that can be used at the beginning, middle and end of a presentation. Select which elements would work best for one of the topics you explored on previous pages.

Beginning	Middle	End
My key message is...	My findings are...	I chose this solution because...
The initial problem is...	More detail about the problem...	My solution is helpful because...
The topic I am exploring is...	My solution is...	Enacting my solution involves...
An interesting statistic is...	My thought process was...	I decided that...

# Structuring your presentation

Review the different elements that can be used at the beginning, middle and end of a presentation. Select which elements would work best for one of the topics you explored on previous pages.

The topic I have chosen is:

The structure I have chosen is:

Beginning	Middle	End

I chose this structure because...

# Responding to challenges

What advice would you give to a friend who was encountering the following challenges?

Challenge	My advice
They think the audience will find their presentation boring or confusing.	
They are struggling to remember the content of their presentation.	
Their presentation is too long.	
Their presentation includes some very complicated ideas.	
They are not a confident public speaker.	

# Rehearsal diary

Record yourself rehearsing your presentation and use the diary below to chart your progress each time.

	Rehearsal #1	Rehearsal #2	Rehearsal #3
How well did you remember your talking points?			
How engaging was your delivery?			
Was it an appropriate speed and length?			
How confident did you feel overall?			
Score out of 10: confidence			
Score out of 10: clear explanations			
Score out of 10: content knowledge			

## Follow-up questions

Be prepared to be asked questions after a presentation. During the interview process at Deloitte, this will last around ten minutes.

Questions could focus on:

- Your research. What did you find out? From where? And how does it impact your ideas?
- The topic. How much do you know about the topic area? Who will be impacted and how? Is your presentation building upon existing ideas, or presenting something new?
- Your presentation or solution. How well thought through is the idea? What are the next steps?

Use the space below to practice answering follow-up questions. The questions here are general and should work well with most presentations. If you aren't giving a presentation soon, you can still practice thinking quickly by answering them.

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What other ideas exist in this area? What are other organisations doing?

How are employees impacted by the presentation topic?

# Follow-up questions

What would you recommend organisations do following your presentation?

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Write your own question:

Question:	
Answer:	

# Top tips

For any presentation you produce:

- Ensure your messaging is simple
- Ensure your research is reliable
- Ensure your rehearsal is thorough
- Ensure your delivery is as engaging as you can make it

If you need to feel more confident:

- Recording yourself doing a rehearsal
- Practice in front of friends or family
- Reword research in simple terms
- Thinking of this as 'knowledge sharing' rather than 'presenting'

If you find remembering facts tricky, try:

- Reading them aloud. Don't just rehearse the presentation in your head
- Rehearse for shorter periods of time, more often
- If you can, move around while practicing
- Rearrange the information into a more logical sequence
- Invent an acronym and add this to a slide

## Top tips

In preparing to answer follow-up questions:

- Ensure you have done thorough research
- Think about what questions you might be asked so that you can anticipate this and prepare answers
- Have a back-up plan. What will you do if you cannot answer a question? Is there another angle you can talk about?

When responding to follow-up questions:

- Listen to the whole question, even if you think you know how the asker's sentence will end
- Pause for a moment to be sure you have understood the context of the question. Ask for clarity if you need
- Answer the questions clearly and concisely. It is fine to ask for a moment to think before you answer

## Top tips

When preparing if something doesn't feel right, try the following:

- Remove some elements of the presentation. This keeps things slick, simple, and easier to remember
- Add more detail. This shows that you know your subject area, and helps people understand your point of view
- Use a planning framework like TIM. This helps your presentation have a really clear structure, and keeps things on track
- Make some prompt cards. This, and other memory aiding techniques, can help you feel more prepared. Feeling more prepared will make overwhelming nerves less likely
- Practice with friends or family. This ensures you know how it feels to say things aloud, and can help you tackle any follow-up questions
- Add a quote, statistic, joke, or question for the audience. This engages your audiences and makes your presentation more memorable.

# Top tips

If you are presenting virtually, remember:

- Present from a quiet environment where you are unlikely to be interrupted
- Test your technology beforehand to ensure everything is working as expected – this includes sharing your screen
- Be more expressive than you might be in person to ensure your presentation is just as engaging
- Check that your background, and the objects in view of the camera, is appropriate for work
- If you do face an interruption, don't worry. Do what you can to remove it and use the mute button to your advantage for a smooth transition!

# Further links

Main Careers Site:

[https://www2.deloitte.com/uk/en/careers/careers.html?icid=top\\_careers](https://www2.deloitte.com/uk/en/careers/careers.html?icid=top_careers)

Grad Programmes:

[https://www2.deloitte.com/uk/en/pages/careers/articles/graduate-opportunities.html?icid=top\\_graduate-opportunities](https://www2.deloitte.com/uk/en/pages/careers/articles/graduate-opportunities.html?icid=top_graduate-opportunities)

SVS Programmes:

[https://www2.deloitte.com/uk/en/pages/careers/articles/summer-vacation-scheme.html?icid=top\\_summer-vacation-scheme](https://www2.deloitte.com/uk/en/pages/careers/articles/summer-vacation-scheme.html?icid=top_summer-vacation-scheme)

Apprentice Programmes: [https://www2.deloitte.com/uk/en/pages/careers/articles/brightstart-business-apprenticeship-scheme.html?icid=top\\_brightstart-business-apprenticeship-scheme](https://www2.deloitte.com/uk/en/pages/careers/articles/brightstart-business-apprenticeship-scheme.html?icid=top_brightstart-business-apprenticeship-scheme)

Frequently asked questions: <https://www2.deloitte.com/uk/en/pages/careers/articles/student-graduate-faqs.html>

Dot the Bot (ask a question):

<https://meetandengage.com/deloittestudenthelpdesk>