Internal Leadership Briefing

At the conclusion of the program and prior to the graduation, each participant is expected to schedule a meeting with their Executive Sponsor/CIO and direct manager and give a ten-minute presentation of their TechLX experiences.

This presentation can be given in any professional format and should include insights on how TechLX has challenged and benefited you, what new skills you have developed, and what your action plan for leadership progress is past the end of the program.

This is an opportunity for you to:

- Tell your story, share your new learnings and recent successes, while enhancing your internal brand
- Practice and refine your presentation and communication skills, an important leadership muscle
- Express your gratitude for the investment that was made into you and your career

This is an opportunity for your leaders to:

- Appreciate the value that have been realized from your TechLX experience
- See the positive return on their investment
- Be encouraged to continue investing in your and others development

Tips for Success

- ✓ Take the initiative to schedule time with your boss and other leaders as appropriate.

- ✓ Communicate how this TechLX experience is making you a better leader, how are you thinking about and approaching challenges differently.

- ✓ Ask them if they have any questions or if they have observed any changes since you started the program.

- ✓ Based on your audience, be creative and have fun!

OUELLETTE & ASSOCIATES

Presentation Tips

What's the importance of presenting and how can I do it successfully?

Increasingly, a critical success factor for IT leaders is the ability to change the narrative, to communicate value, to influence others. IT leaders need to communicate confidently, set expectations, inspire or persuade the audience, build their credibility, and be skilled at conveying ideas in ways the audience will understand and put to productive use.

In both your Internal Leadership Presentation and your Graduation presentation, you will selling you, your leadership and talent brand, your potential, and your achievements to an important audience. Be sure to reference the follow tips to present with success!

When preparing to present…

- Think about your audience – what will influence them, how they would like information presented, and what topics/data points will they find most valuable.
- Share a success story based on applying your new learning. Talk about how you are thinking and showing up different. Show tangible benefits!
- Honesty is key – don't exaggerate or embellish your talents and accomplishments.
- Refine message you want to convey – the fewer words the better.
- Practice, practice, practice! Do a dry run of your material, working on timing and delivery.
- Carefully proofread your presentation materials if you are using a PowerPoint or some other medium – especially check your grammar and spelling. Don't wait till the big moment to discover an error!

When presenting…

- Begin with a quick (headline only) agenda of your topics and then move to the body of your content.
- Project your voice and never speak when you are not totally focused on your audience.
- Show enthusiasm for your subject – nothing is worse than an uninterested (and uninteresting) presenter!
- Use only appropriate humor and keep the tone of the presentation energetic and uplifting.
- Be prepared for interruptions, whether it be tech issues, a noisy audience, or some other distraction, and stay focused on your material.
- Be comfortable with pauses, take deep breaths, and don't rush your delivery.
- Use eye-contact to your advantage – make each member of your audience feel like you are speaking directly to them.
- Be yourself – authenticity is often the key to confidence!