

Self-Assessment – Presenting with Confidence

Skill	Current Skill (0-10)	Comments
Build rapport with a range of audiences, from different backgrounds		
I'm aware of different options for influencing an audience		
I'm comfortable delivering virtual presentations, adapting my style when required		
I know how to prepare, structure, and tell real and engaging relevant stories		
I have a range of options for handling difficult questions and dealing with difficult people		
I know how to make the best use of my voice - pitch, pace, pausing, tonality, volume		
I am aware of the impact of my body language – e.g.; gestures, posture, eye contact		
I know how to handle my nerves in the best fashion		
I have a range of options for maintaining my energy (NRG) during a presentation		
I know how to drive action and get decisions made from an audience post a presentation		
I'm comfortable planning and designing presentations		
I know when and how to use appropriately in a presentation		
I know how to build and present PowerPoint slides in the best fashion		
I know how to manage my time most effectively when presenting		

Scoring Scale: (0 is lowest – 10 is highest)

- 0 – I have no concept of this at all
- 3 - Very poor
- 5 - I have some idea
- 7 - Comfortable with this
- 9 - Expert
- 10 - Let me train this piece of content, please