**Learning outcomes**

* To focus on the presentation, the key messages and best way to present the information.
* What makes a good presentation and some of the pitfalls of presenting

**The presentation**

One of the key aims of the investigation is to give you the opportunity to develop your soft skills. As previously mentioned these are the things employers look for in an employee alongside their qualifications. The investigation is giving you a unique opportunity to develop and practice these skills by presenting to an audience of your peers and perhaps to a wider audience too.

**Firstly…**

* Think about the presentation how long have you got?
* What are the key messages you wish to get across?
* How you present your findings is also an important choice, but don’t forget you need to make sure you address the investigations remit:

**The investigation remit**

You are going to undertake an investigation in to the Yorkshire Dales National Park (YDNP) and the Yorkshire Dales National Park Authority (YDNPA) and you will investigate in detail one of the YDNPA’s three directorates.

* + **Conservation and Community directorate**
  + **Corporate Services directorate**
  + **Park Services directorate**

**You will create a \*presentation from your investigation and findings which you will present to your peers.**

You need to answer the following key questions through your investigation and cover them in your presentation

* **Where are the Yorkshire Dales National Park and YDNPA located?**
* **What does the YDNPA do? What is their purpose?**
* **Outline the careers available at the YDNPA - the ‘hidden’ and obvious jobs. Give a detailed overview of the careers and job roles in the directorate you are investigating.**
* **Give a detailed example of at least one job role in the directorate you have been given to investigate. What skills and attributes do you need to be successful in the job role?**
* **Present your groups top 5 interesting facts you have found out about the YDNPA and the directorate you are investigating and the job roles available.**

**Presentation and communication:**

How you present your findings is important and the format you decide to use. First impressions count! Make sure you have practiced what you are going to say and everyone is clear on what they are delivering in the presentation.

**Tops tips:**

* Stick to the time limit you are given - do not go over it.
* Think about your presentation; get your message across clearly and concisely. Speak clearly and don’t rush. Be creative think about different ways in which you could present the information. What will make you stand out? Think about how you can use technology to enhance your presentation. Make sure the presentation is slick.
* If you use notes, make sure you don’t just read from a page. Use them as prompts to help you remember what you want to say.
* If you use PowerPoint think about how many slides you use and choose images and pictures to convey your message to avoid too many words on each slide.
* Are there any props you can use to support your ideas and the message you are trying to get across? Think about the size of the writing and use of images.
* Practice and plan what, and who is going to say what and when.
* Put yourself in the position of the employers. Have you done your research is what you are presenting accurate?
* Remember to have fun and enjoy the opportunity!