

PREPARATION FOR HIGH STAKES MEETING OR PRESENTATION

Absolute clarity
on my
three key
points



Totally prepared for the three most challenging questions I might be asked

- Understand the three key points you want to communicate
- Share them early in the meeting/presentation
- Repeat them at the end
- Strong start/strong finish
- What people will remember

- Think through the 3
 questions you <u>least</u> want to
 be asked
- Thoroughly prepare your answers
- Anything else you get asked will seem easier!
- Increases your confidence