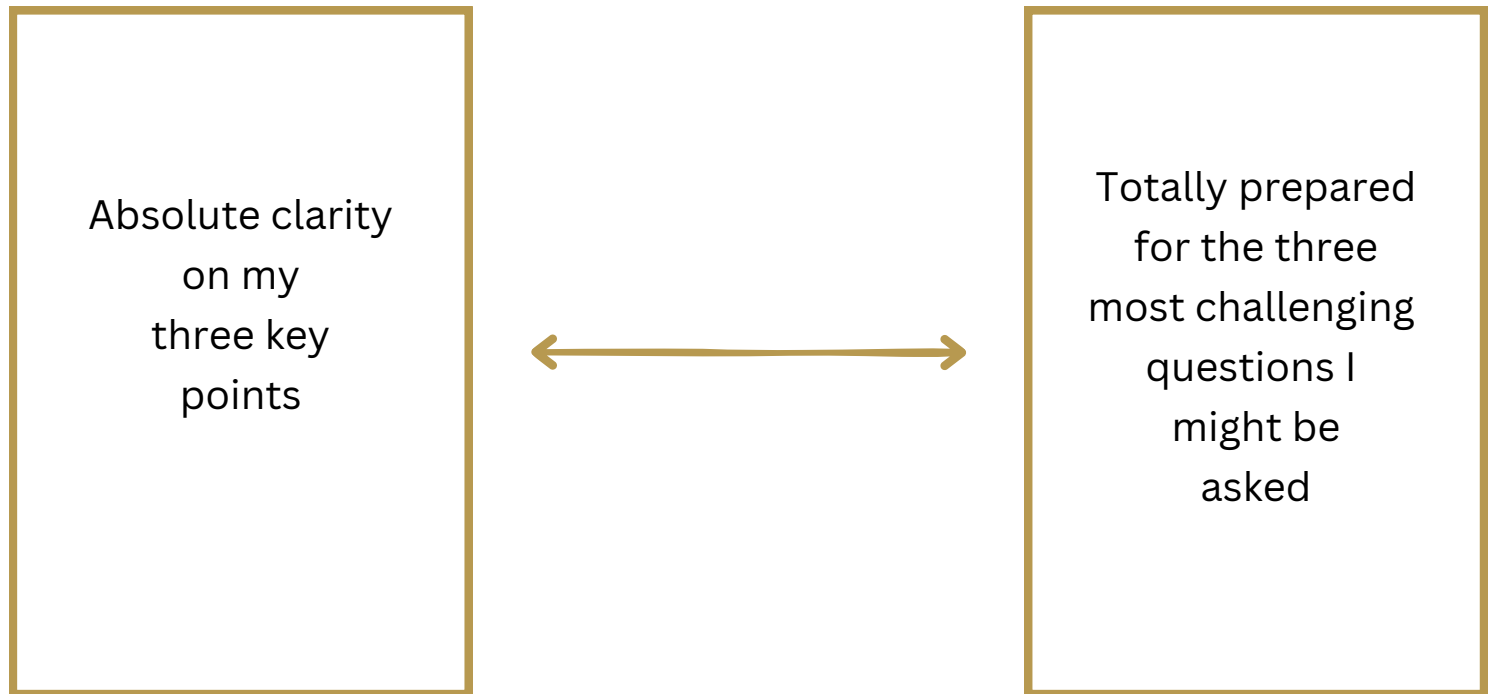


## PREPARATION FOR HIGH STAKES MEETING OR PRESENTATION



- 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 least want to be asked
- Thoroughly prepare your answers
- Anything else you get asked will seem easier!
- Increases your confidence