**EXAMPLE CANDIDATE PRESENTATION BRIEF**

|  |
| --- |
| **Presentation to the Selection Panel (Unseen Version)** |

You have 30 minutes to prepare a presentation to be delivered to the selection panel. Your presentation delivery should last no longer than 5 minutes.

This will be followed by a question and answer session in relation to the content of your presentation.

Using the flipchart and pens provided please prepare a presentation on the following:

**You have recently been appointed as the Customer Service Manager for the organisation’s newly established Customer Service Department. You have been asked to deliver a presentation to the Senior Management Team on your plans for establishing the new Department. You should explain:**

* **What your priorities will be for the first three months, and why.**
* **The key challenges you anticipate.**
* **How you would plan to handle these challenges.**

|  |
| --- |
| **Presentation to the Selection Panel (Seen Version)** |

As part of the selection process you will be required to make a presentation to the selection panel, lasting no longer than 8 minutes. This will be followed by a question and answer session in relation to your presentation content. *Appropriate instructions should be given to candidates, and the relevant support put in place to enable candidates to deliver their presentations, e.g.:*

<< Please bring (number) of handouts for each member of the panel >>

<< You may bring prepared presentation slides on a USB stick, and a laptop will be provided >>

<< A flipchart, paper and pens will also be available >>

**Presentation Topic:**

**You have recently been appointed as the Customer Service Manager for the organisation’s newly established Customer Service Department. You have been asked to deliver a presentation to the Senior Management Team on your plans for establishing the new Department. You should explain:**

* **What your priorities will be for the first three months, and why.**
* **The key challenges you anticipate.**
* **How you would plan to handle these challenges.**