

|                                    |   |                |  |  |   |                |
|------------------------------------|---|----------------|--|--|---|----------------|
| <b>TSC Category</b>                | Business Development  |                |  |  |   |                |
| <b>TSC</b>                         | Business Presentation Delivery  |                |  |  |   |                |
| <b>TSC Description</b>             | Formal exercise of persuasion involving preparation, understanding of audience, delivery and tailoring of messages to be conveyed |                |  |  |   |                |
| <b>TSC Proficiency Description</b> | <b>Level 1</b>  | <b>Level 2</b> | <b>Level 3</b>   | <b>Level 4</b>   | <b>Level 5</b>  | <b>Level 6</b> |
|                                    |   |                | <b>EGS-BIN-3077-1.1</b>  | <b>EGS-BIN-4077-1.1</b>  | <b>EGS-BIN-5077-1.1</b>   |                |
|                                    |   |                | Prepare and collate relevant information to deliver presentations within project teams   | Adapt various techniques and concepts in presentation skills that are widely used and are effective for engagement with individuals and/or teams within the organisation   | Conduct presentation to senior management by establishing a clear direction for what's going to be covered and what the desired deliverables  |                |
| <b>Knowledge</b>                   |   |                | <ul style="list-style-type: none"> <li>Types of target audiences in a presentation</li> <li>Types of presentation strategies and formats</li> <li>Forms of presentation aids</li> </ul>  | <ul style="list-style-type: none"> <li>Design and management of information content</li> <li>Methods of content delivery</li> <li>Methods of engaging individuals or teams</li> <li>Industry best practices in the delivery of presentations</li> </ul>  | <ul style="list-style-type: none"> <li>Presentation guidelines to present to senior management</li> <li>Types of presentation collaterals</li> <li>Techniques to engage target audience</li> </ul>  |                |
| <b>Abilities</b>                   |   |                | <ul style="list-style-type: none"> <li>Research and gather relevant information of target audiences through the use of available resources</li> <li>Deliver presentation to teams and explain the intended outcome of the presentation using the relevant strategies, format and delivery methods</li> <li>Use relevant presentation aids, materials and examples to facilitate target audience's understanding of key concepts and central ideas</li> <li>Summarise key concepts</li> </ul> | <ul style="list-style-type: none"> <li>Identify topics according to target audience</li> <li>Prepare content of information for presentations</li> <li>Conduct presentations based on prepared content</li> <li>Seek clarifications and address questions/issues from target audience</li> <li>Demonstrate close loop communications with target audience</li> </ul> | <ul style="list-style-type: none"> <li>Establish objectives of presentation and identify appropriate presentation modes to meet organisational requirements</li> <li>Determine deliverables for target audience to develop presentation collaterals</li> <li>Use appropriate presentation modes to deliver appropriate messages to target audience</li> <li>Review presentation outcomes to enhance future performance</li> </ul> |                |

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <p>at strategic points to support understanding of the presentation</p> <ul style="list-style-type: none"><li>• Collate feedback and reactions from audiences of the presentation to highlight areas of improvements</li></ul> |  |  |  |
|--|--|--|--|--|--|--|