



INTERNSHIP PROGRAM 2025

Presenting with Excellence

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Objectives

1

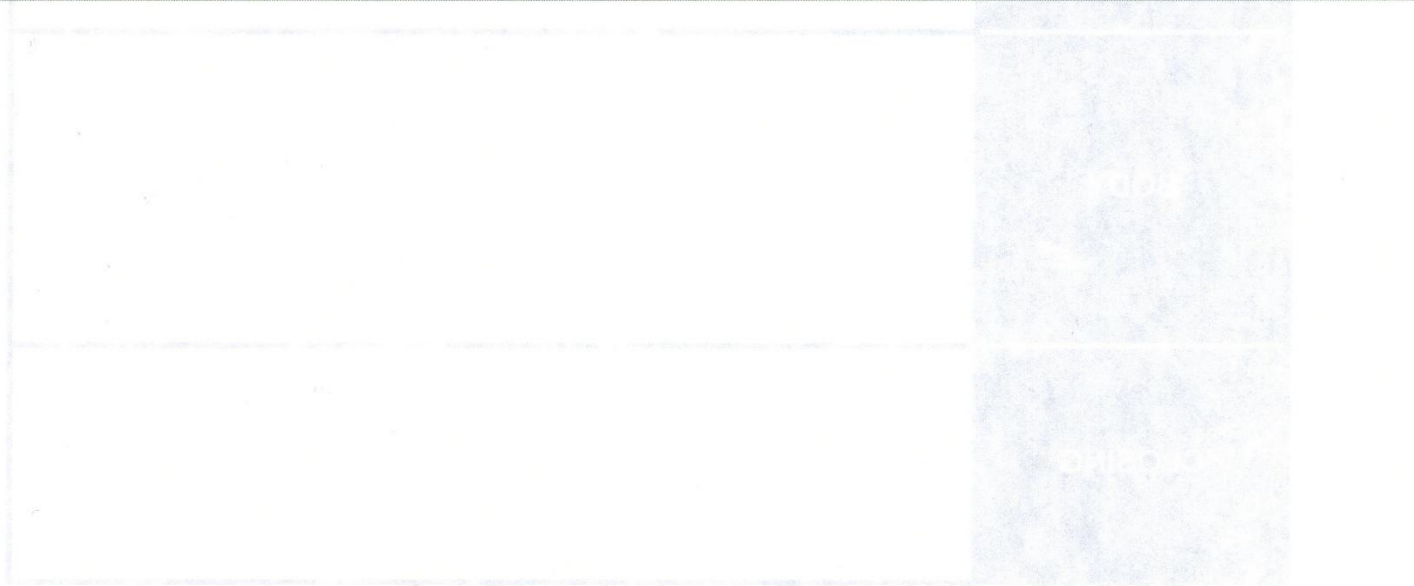
Set you up for success for your internship presentation at the end of the summer.

2

Equip you with beneficial skills to help you be an effective presenter as you graduate college and begin your career.



Characteristics of Exceptional Presenters



PLAN THE OPENING FOR YOUR INTERN PRESENTATION



Presentation Skills Framework



PREPARE



PRESENT



POLISH



1 STRUCTURE YOUR PRESENTATION

OPENING	
BODY	
CLOSING	

LET'S PRACTICE: PLAN THE OPENING FOR YOUR INTERN PRESENTATION

2 CREATE OR OBTAIN VISUALS AND SUPPLEMENTAL MATERIALS

3 PRACTICE



Presentation Skills Framework: PRESENT

1 PUT YOURSELF TOGETHER

2 SHOW UP EARLY

3 EMBRACE THE ADRENALINE

4 PAY ATTENTION TO YOUR NON-VERBALS.

IMPRESSION = _____ WORDS + _____ TONE + _____ NON-VERBALS

5 EXECUTE YOUR PLAN AND ENGAGE YOUR AUDIENCE

6 MAINTAIN COMPOSURE AND INTEGRITY



1 SELF-REFLECT ON YOUR PRESENTATION

2 ASK FOR FEEDBACK

3 LISTEN TO FEEDBACK

4 IMPLEMENT FEEDBACK THEMES

5 REPEAT THE PROCESS



Presentation Skills Self-Reflection

Take a moment to reflect on your current presentation skills. On a scale from 1 to 5 (*where 1=strongly disagree and 5=strongly agree*), rate your agreement with each statement below.

PREPARE	My presentations follow a purposeful structure with a clear opening, body, and closing.	1	2	3	4	5
	I am skilled at grabbing the audience's attention and setting the stage for the presentation during my opening.	1	2	3	4	5
	I tailor the content to the needs and understanding of my audience.	1	2	3	4	5
	I present key ideas in a logical and organized sequence and can seamlessly transition from point to point.	1	2	3	4	5
	I use supporting evidence (e.g., data, examples, stories) effectively to amplify my message and make an impact.	1	2	3	4	5
	I close my presentations with a powerful call to action or clear next steps to make it memorable and achieve my goal.	1	2	3	4	5
	I use visuals and other supplemental materials to enhance understanding, not just to add flair.	1	2	3	4	5
	My slides and supplemental materials are clear, error-free, and relevant.	1	2	3	4	5
	I practice my presentations to ensure I am prepared to convey my message with confidence and create a positive impression.	1	2	3	4	5
PRESENT	I put myself together before I present to ensure I feel comfortable and my appearance creates a positive impression.	1	2	3	4	5
	I show up early for presentations to minimize last minute surprises and ensure I convey that I am organized, prepared, and competent.	1	2	3	4	5
	I embrace the adrenaline and use strategies to ensure I speak clearly and at an appropriate pace throughout the presentation.	1	2	3	4	5
	I maintain good eye contact with the audience to convey authenticity.	1	2	3	4	5
	I use body language and gestures intentionally to support my message.	1	2	3	4	5
	I intentionally vary my tone and volume appropriately to maintain interest.	1	2	3	4	5
	I am comfortable using presentation technology (e.g., slides, clicker, audio, video).	1	2	3	4	5
	I engage the audience and encourage participation when appropriate.	1	2	3	4	5
	I handle questions with confidence, clarity, courage, and integrity.	1	2	3	4	5
POLISH	I remain calm and composed, even if something goes wrong during the presentation.	1	2	3	4	5
	I exhibit a growth mindset and actively self-reflect on my performance to improve my presentation skills.	1	2	3	4	5
	I intentionally ask for feedback to gain an outside perspective of my delivery and impact to continue to develop my skills.	1	2	3	4	5
	I listen to the feedback I receive and identify improvement areas.	1	2	3	4	5
	I continually implement feedback themes and new strategies I observe to improve my skills and impact.	1	2	3	4	5



NEXT STEPS

In preparation for your intern presentation, what areas are you going to pay special attention to?

1

2

Partner: _____ Check-in Date and Time: _____