



## Money skills for life

### Presenter's checklist

#### Before the talk

- Make a call to the organiser three to four days before the talk to get some basic information on:
  - The company, - what it does, its size, how many people it employs
  - The audience type (age, occupation(s)).
  - Working terms – permanent/part-time, contract workers
  - Availability of organiser on the day, and equipment, such as laptop, projector etc. (we will have checked this beforehand, but it's no harm to double check).
  - The location within the building – meeting room, canteen etc.
  - The company's pension plan, if any. (A short summary is provided to presenters by the CCPC but this is an opportunity to seek any additional information)
  - Anything in particular they want covered or not covered (within the topics of the talk)
  - Your own arrangements for parking etc.
- Check out the organisation's website
- Think of examples that are relevant to your audience
- Rehearse – even if you have given the presentation several times take time the day before to run through it
- Keep yourself up to date on the current economic “hot topic” – how people are affected, particularly near budget time, and any interesting commentary in the press. Also check out [www.ccpc.ie](http://www.ccpc.ie) to keep informed of any news stories, comparison tools etc.

#### The day of the presentation

- Get there early (about 15-30 minutes), to allow you time to settle in, get the presentation up and running
- Distribute the handbooks (make sure the budget planner is included in each handbook).
- Don't be drawn to give advice on any topic – stick to the information on the slides and in the handbook and direct people to other sources of information to enable them to make an informed decision for themselves.
- Ask the organiser about the possibility of taking a photo of the talk (particularly if it's in an unusual workplace!).
- Ask if they are happy to have the photo used on CCPC social media.

#### After the talk

- Stay around for a few minutes afterwards, as some attendees prefer to ask their question on a one-to-one basis.
- Complete your presenter feedback form that day. Remember to ask for feedback too, it's very useful.
- Take note of the number of people attended the talk or ask the organiser to take note and let the CCPC know how many were present.