

RealCareer™ Employability Skills Program
Welding Careers

Presentation Skills

Scenario: There are two shifts at the company you work for. You have been asked to present to the other shift how you have made cleanup and quality standards a priority during your shift. The first shift stall workers don't seem to pull their weight when it comes to cleaning up the welding booth. It is common to come in and find the floor not swept, tools not put away, and the electrode empty. You will be doing a presentation to both shifts but, knowing that you don't want to point out any single shift, you have decided to do presentation slides of "best practices" of keeping the shop clean. How should you explain and present to your coworkers the best practices of keeping a clean shop?

Points of view to consider

- You
 - First shift worker
 - Manager
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Key questions

- What types of things should you put into your presentation slides to give clear expectations of what is expected of both shifts?
- What pushback might you get from your presentation of how to get things cleaned up at the end of shift?
- How might it be best to present your thoughts? Pictures, activities, etc?
- How can this presentation be used in the future to help new hires for the company?