



PRESIDENTIAL CONSULTANTS

Building Better Workplaces

Capstone Presentation Step-by-Step Guide

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Congratulations on reaching the Capstone Retreat! This guide will help you structure and prepare your five-minute presentation, ensuring that your speech is clear, engaging, and impactful. Use these steps to develop your presentation with confidence.

Step 1: Understand the Framework

Your presentation will follow the Learn, Leverage, Lead framework. Each section is essential in telling the story of your capstone journey:



Learn: Reflect on what you discovered during the process. Share specific lessons you learned about yourself, the project, or your environment. For example, what strengths did you uncover? What challenges taught you the most?



Leverage: Highlight how you applied the GROWS model in your work or life. Provide specific examples of how this framework guided you in setting goals, addressing challenges, and creating solutions.



Lead: Discuss how you would guide someone else through a similar project. What advice would you offer to help them succeed and avoid common pitfalls? Reflect on how you'd simplify or enhance the process for them.



Step 2: Plan Your Content

1. Start with Your Key Points:

- For **Learn**, choose 1-2 major takeaways from your capstone project.
Example: “I learned the importance of active listening while working to improve team collaboration.”
- For **Leverage**, identify a specific moment when the GROWS model helped you achieve progress.
Example: “Using the GROWS framework, I addressed workflow inefficiencies by first assessing the reality and brainstorming creative solutions with my team.”
- For **Lead**, outline practical advice for someone embarking on a similar journey.
Example: “I would recommend starting small with quick wins to build momentum before tackling larger challenges.”

2. Use Examples:

- If you are a mentor: Share how a “Hidden Treasure” from your 360 Assessment shaped your project. **Example:** Strategic Thinking led you to develop a cross-departmental initiative to improve communication.
- If you are a mentee: Discuss how a Servant Leadership characteristic inspired your project. **Example:** Empathy drove you to create safe spaces for team feedback.



3. Craft Your Opening and Closing:

- **Opening:** Start with a compelling statement or story to capture attention.

Example: “When I began this journey, I never imagined how much I’d grow as a leader.”

- **Closing:** End with a reflection or call to action.

Example: “This project taught me that growth isn’t always easy, but it’s worth it for the impact it creates.”

Step 3: Organize Your Speech

1. Introduction:

- Greet your audience and briefly introduce your project.
- Share why you chose your specific capstone focus.

2. Body (Learn, Leverage, Lead):

- Dedicate 1-2 minutes to each section.
- Use transitions between sections for smooth flow. Example: “After discovering how much I could grow through this process, I applied these lessons using the GROWS framework.”

3. Conclusion:

- Recap your key points.
- End with a meaningful insight, gratitude, or inspiration for others.



Step 4: Prepare Your Delivery

1. Write and Refine Your Notes:

- No PowerPoint is needed. Use index cards, an iPad, or another device for notes.
- Keep notes concise—bullet points work best.

2. Practice:

- Rehearse multiple times to build confidence.
- Time yourself to ensure your speech fits within five minutes.

3. Engage Your Audience:

- Make eye contact and use natural gestures.
- Speak clearly and at a moderate pace.

4. Address Nerves:

- Remember, nerves are a sign you care. Focus on preparation and the positive impact of your message.



Step 5: Reach Out for Support

If you need help or feedback, don't hesitate to reach out to the coaching team. We're here to help you succeed and make this presentation a moment you'll be proud of.

Final Thoughts

This is your moment to shine. Your presentation is not just about your project—it's about celebrating your growth and inspiring others. Take a deep breath, trust your preparation, and step into your success. You've got this!

Final Presentation Script

