



Innovation Ambassador Hive Group Presentation Guidelines and Expectations



Hive projects create an opportunity for Innovation Ambassadors to give feedback about the issues they see our organization struggling with, by providing meaningful and clear issue definitions, followed up by brainstorming to gather insights and ideas about how to tackle the issues.

This is an opportunity to provide clear insights from your perspective within the organization to assist our Directors and Managers with their decision-making process.

Hives should come up with at least three solution-oriented options for the project issue they are working on, so that the decision-makers can consider a variety of factors.

Create a PowerPoint presentation to deliver your findings. Review the *“Common Mistakes to Avoid When Making a PPT”* handout in the Hive Project Tools to ensure your PowerPoint presentation is at its best.

Use the suggested time increments to ensure you don't exceed your presentation time limit.

You will have 15 minutes to present and 15-20 minutes for Q&A.

Practice your presentation in advance with a timer to determine where you need to cut material and revise your delivery. Only present the most essential details. You can always provide a supplemental handout.

1. **(2 min)** Describe the current status. Give context for the issue and provide only the most important information.
2. **(2 min)** Describe what the ideal future status should look like and provide only the most important information.
3. Describe two solution-oriented options as the best recommendations for closing the gap.
 - a. **(3 min)** Solution-oriented option 1
 - b. **(3 min)** Solution oriented option 2
4. **(4 min; keep it to 2 min per option)** Give the pro's and cons for each option.
5. **(1 min)** Summary conclusion.

It is important to remember that each Hive will be presenting and to respect the time limits so each Hive's presentation is given equal attention.