



**Be confident and job ready with the key skills employers want.**

**How can your personal presentation help you succeed at work?**

**Here are a few things to think about:**

- ▶ Language at work can be formal or casual. It can be friendly or businesslike. We may use different language at work than we do at home or with our friends.
- ▶ Good hygiene and appropriate dress can vary a lot, depending on where you work. Sometimes you can figure out how to dress by seeing what other people wear.
- ▶ Being polite is one way we show respect for others. Good manners reduce conflict and help everyone to get along with each other.



## Presentation

How you look and sound to other people.

Find out how to get the skills edge by improving your Presentation skills.

Download the free Presentation workbook at [upskillsforwork.ca](https://upskillsforwork.ca)

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