

Tips for company presentation

UNIT 6 – Analysing labour market needs

Factsheet for employers

1. Simple language

- Avoid technical terms and complicated sentences.
- Use short, clear sentences.

2. Visual aids

- Use lots of pictures, symbols and pictograms.
- Show photos of the rooms, the tasks and the employees.

3. Clear structure

- Organise the presentation into clear, easy-to-understand sections.
- Use headings and simple transitions between topics.

4. Interactive elements

- Involve the audience by asking questions or carrying out small activities.
- Use symbols or cards to get feedback (e.g. smiley cards for 'understood' and 'not understood').

5. Pronunciation

- Speak slowly and clearly.
- Pause to give the listener time to process the information.

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6. Repetition

- Repeat important points to promote understanding.
- Summarise the most important points again at the end of the presentation.

7. Positive atmosphere

- Encourage the participants to exchange ideas.
- Create a friendly and welcoming atmosphere.
- Maintain pauses in the interaction.

8. Supporting persons

- Have a person on hand (e.g. a counsellor) to help with any difficulties in understanding.
- This person can also provide support with questions and interactions.

With these tips, you can give an engaging and understandable presentation for people with intellectual disabilities that takes their needs and abilities into account.