Table 16.3 Example of contingency planning

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| **Situation: Giving a Board presentation** | | | |
| **Situation: What could go wrong?** | | **Action: What will I do if this happens?** | |
| **A** | Experience IT problems | - Arrive early to check equipment  - Arrange for an IT person to be present  - Take data stick and spare laptop even though one will be available | |
| **B** | Forget my words | - Take a deep breath  - Acknowledge I have lost my place (it happens to everyone at some point)  - Ensure I have my cue cards/PP slide printout close to check | |
| **C** | Asked a question I cannot answer | - | Simply state that I do not have the answer but that I can get it |