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Presentation Planning Template

By

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The purpose of this document is for you to use it when you are planning out a presentation or talk. It is there to remind you of some of the key considerations you need to make when mapping out what you are going to say.

PRESENTATION PLANNING

PRESENTATION TITLE

**What is the objective of this presentation?
What am I trying to get across to the audience?**

Who is my audience?

What level of knowledge do they already have?

If I put myself in the audience's shoes, what would they be looking for in this presentation?



Ideas for creative delivery of the presentation:

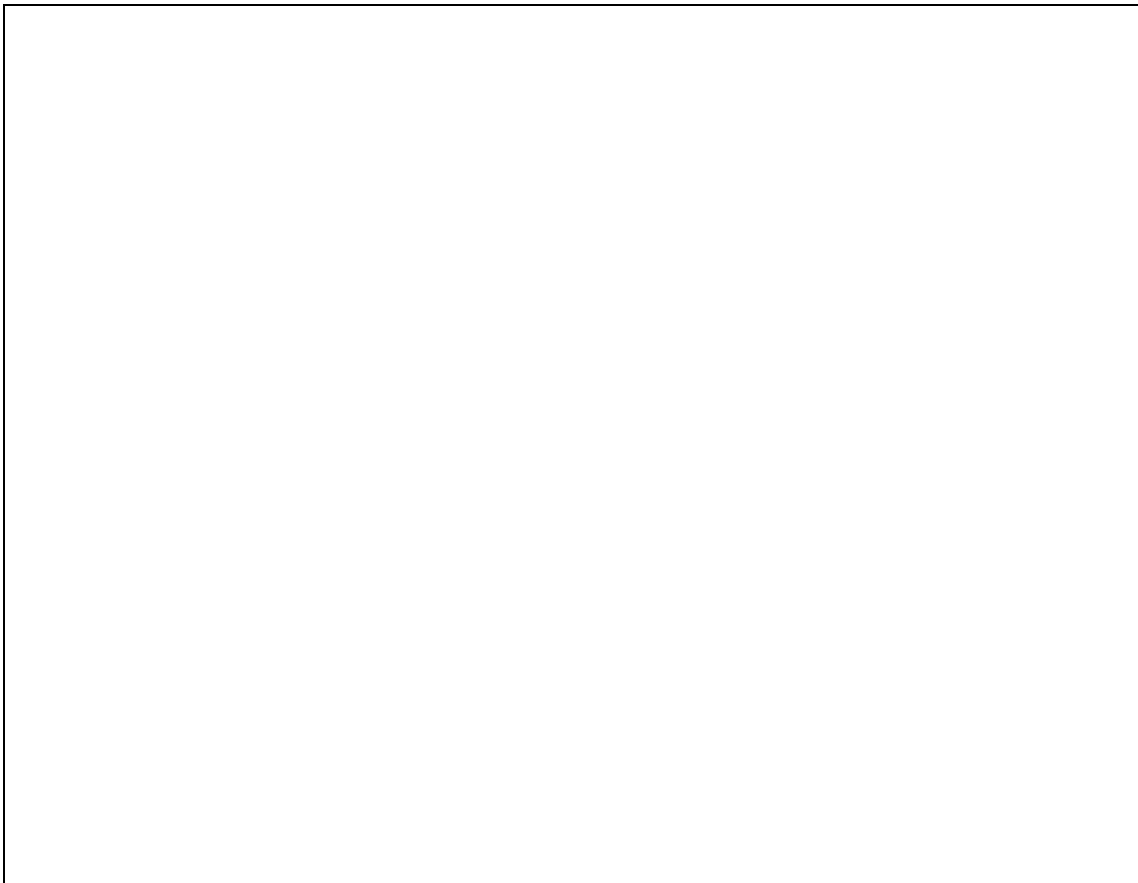


How can I create a positive first impression during the introduction?



“Tell em what you’re gonna tell em!”

**What is going to be in this?
Is it concise and does it flow logically?**



“Tell em!”

What is going to be in the main body of the talk?

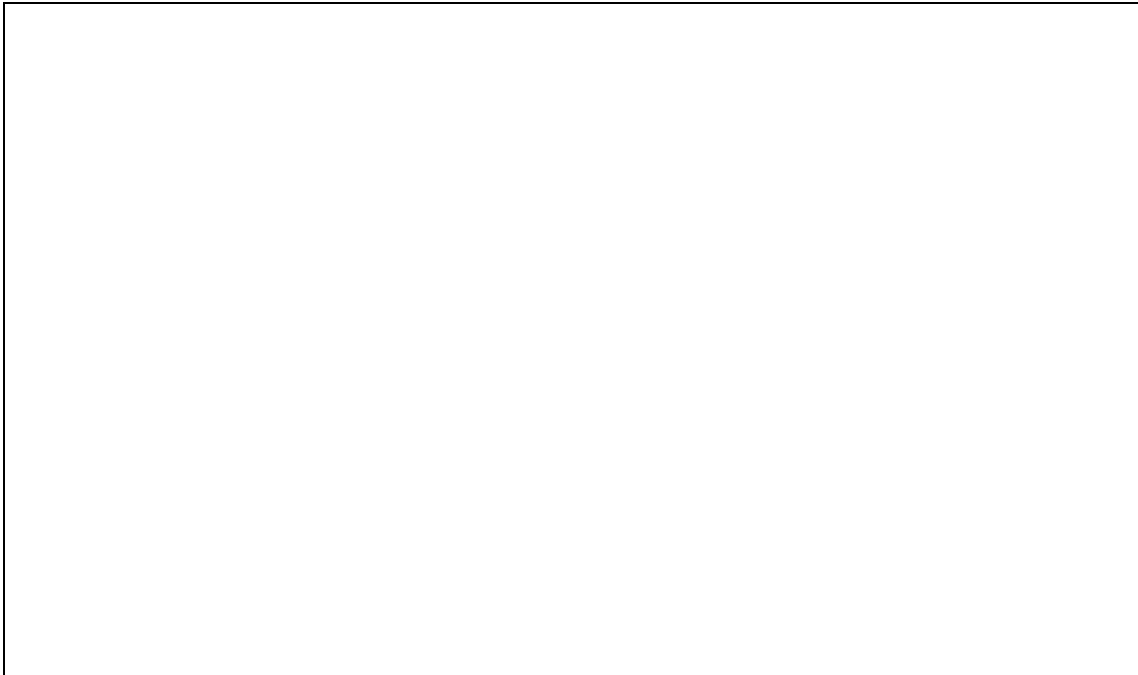
Does it flow from the Introduction?

How can I link from one page to the next?

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to provide answers to the questions listed above.

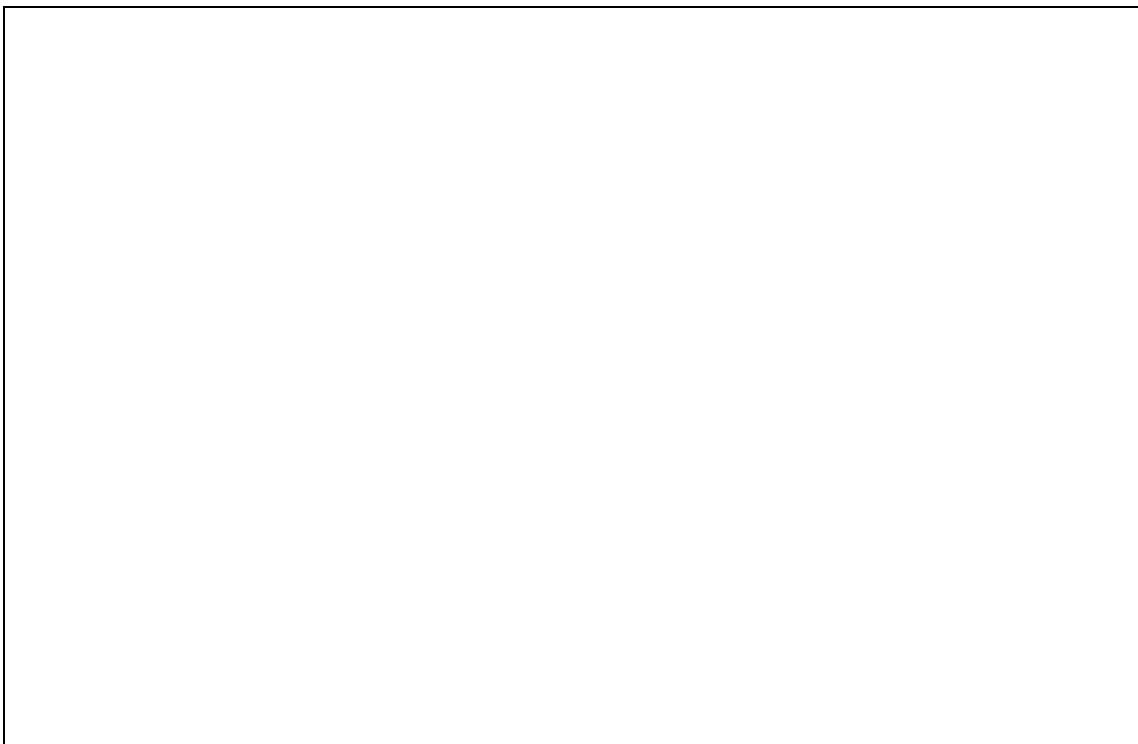
Visual Aids

Appropriate? Originality, Neatness, How handled



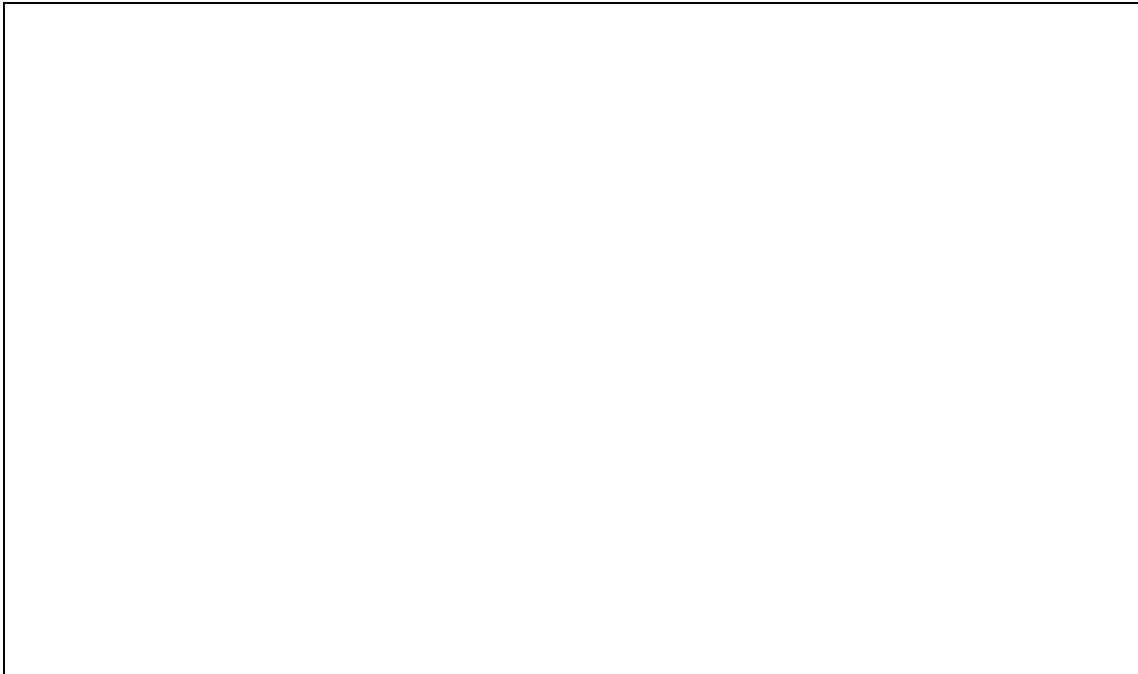
How can we include the audience/keep interest

**Participation, Questions to the group, Questions from the group,
Discussion, Exercises, Personal stories, analogies, Humour, Control,
Summaries**



PRESENTATION

Voice, Stance, Eyes, Mannerisms, Enthusiasm, Use of notes



Group Presentation

Who is doing what and when?

Where do the others stand/sit when others are talking?

How do you link other members into the presentation?



How do you make an impacting close?

“Tell em what you’ve told them”

