

PLANNING

YOUR PRESENTATION

Planning

Define clearly:

Why am I giving this talk?

- State specific objectives;
- What is message/ what are the results?

Who is in Audience?

Planning

- **Most Important Element (you/the talk/ the audience)**
- **Anticipate concerns and interests**
- **What are they there for?**

Planning

Define clearly:

- Where the meeting to be held?
- When will the meeting be?
- **Morning/ After Lunch**

Outlining Your Topic

Produce an Outline to:

- »Ensure a Solid Framework**
- »Ensure a Clear Direction**
- »Provide a Checklist**

Planning –Review

- **Check your presentation for:**
- **Organization and Strategy**
- **Clear Objectives**
- **Sequence of Main Points**
- **Main Points Versus Time**
- **Duplication/Repetition**
- **Enough Evidence for Conclusions**

Key items to remember:

- **-Adhere to your time limit**
- **-Do not read verbatim**
- **-Know the equipment you will be using**
- **-Do not block the view of the overhead screen while presenting**

Key items to remember:

- **-Speak to your audience, not to your visuals**
- **-Speak slowly, clearly, and with enough volume for the entire audience to hear**
- **-Rehearse, Rehearse, Rehearse!**