

PRESENTATION PLANNER WORKSHEET

Step 1 – Tell Them What I Am Going To Tell Them

The Grabber

What is the topic I am going to address and why? What does the audience want from this presentation? What is my “grabber” - the reason why my audience should listen to me?

Current Impact

What is the impact of the current situation? What is it about the status quo that would cause the audience to desire a change?

Step 2 – Tell Them

Topic One:

Sub-Topic:

Sub-Topic:

Spice

Topic Two:

Sub-Topic:

Sub-Topic:

Spice:

Topic Three:

Sub-Topic:

Sub-Topic:

Spice:

What would be the benefits of the change(s) I am recommending?

Proof

What is my “proof” these benefits will happen? (Quantify if possible; include statistics, testimonials, and examples.)

Next Steps

What do I want from my audience? What are the next steps?

Step 3 – Tell Them What I Told Them

Summarize

Closure

Provide closure that refers back to Step 1 (repeat “grabber.” Thank your audience.

Step 4 – Test Them

Questions

Ask questions to check for understanding. Have audience demonstrate the task, skill, knowledge.

Repeat Closing Statement

Rephrase my closing statement and thank the audience.