

Planning A Worthy Presentation

Asking questions is the best way to prepare a successful presentation

Get in the habit of using the following worksheet to plan your presentations.

Section 1 Purpose

- What is your message?
- What does the client want from you?
- What is your desired outcome from the presentation?
- What are the client's next steps or actions after the presentation?
- What information do you need to obtain during the presentation?

Section 2 Resources

- How much time do you have?
- Who will be attending?

Section 3 Content

- What three things do you want your audience to remember?
- What are your three P's (Purpose, Process and Payoff) for the presentation?
- What statistics are relevant for this presentation?
- What gifts can you use in your presentation?
- What new research or information can you use in this presentation?
- What questions can you ask them?
- What creative openers can you use to engage the audience?
- How can you stretch yourself during this presentation?
- What exercises can you do to get the point across?
- How will you end or summarize your presentation?