

Presentation Planning Tool

Goal

- Objective(s) of the Presentation
- _____
- _____

Topic

- Information and content to be used
- _____
- _____

Audience

- Intended audience _____
- # of people _____
- Decision-makers _____

<p>Format</p> <ul style="list-style-type: none"> -Formal Presentation -Group Meeting -1:1 Discussion -Location _____ _____ 	<p>FLOW</p> <ul style="list-style-type: none"> -Time Allotted _____ -Content Outline -Key Questions -Use of stories 	<p>Media</p> <ul style="list-style-type: none"> -Speaking only -PowerPoint -Video -Handouts or other materials
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Post-Presentation

- Did I accomplish my goal?
- What follow-up is required on my part?
- What went well during the presentation?
- What can I improve upon for future presentations?