

DETAILS

What is the duration of my presentation?	What is the topic?	Who is in my audience?
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AUDIENCE

What are their current levels of understanding on the topic?	How do they feel about the topic?	How are they feeling more generally? What's the 'mood' of my audience?
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PURPOSE

What is the purpose of my presentation? What is the big Why?
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PERSONAL STATE

Who do I need to be (Identity): leader, mentor, content expert, colleague, coach, supervisor, teacher...	Choosing my virtues (HeartSpace): Loving kindness empathy, compassion, service, responsibility, hope, persistence, gratefulness, curiosity, vulnerability, humility, creativity, joy
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CONTENT

<p>What is essential for my audience to know (time restricted)?</p>	<p>What is nice for my audience to know (time permitting)?</p>
<p>What are the top 3 ideas or concepts I will share?</p>	

STRUCTURE

<p>How will I frame the body of my presentation? Do I need to allow time for Q&A at the end of my presentation (Y/N)?</p>		
<p>Time Sequence Explain something in the exact order in which it occurred.</p>	<p>Question-Answer This frame is logically built from answers to one or more key questions.</p>	<p>Three Ideas This is used to focus your audience on important concepts related to a topic. One, then two, then three.</p>
<p>Problem-Reasons-Solutions Boldly make a statement to achieve arousal, then follow with possible causes and then certain solutions.</p>	<p>Compare-Contrast-Conclude When presenting a choice between two or more alternatives, use a compare and contrast frame.</p>	<p>Topical Groupings Divide your topic into several smaller sub-topics, each of which are discussed in turn.</p>
<p>What, So What, Now What Describe the event (what did you notice?); identify impact (make sense of the facts); set actions (what's possible?).</p>	<p>What Is – What Could Be This uses the current state/future state idea where much of your presentation addresses how to bridge the gap.</p>	<p>Spatial Order Describe the parts of an objective that occupies space, i.e., describing the procedures for conducting ...</p>

CONTENT & FLOW

What (point 1)	Why
Subpoints	How
What (point 2)	Why
Subpoints	How
What (point 3)	Why
Subpoints	How

AUDIENCE INVOLVEMENT

What 2 or 3 questions might I ask the group during my presentation? When will I ask these questions?

OPEN

As a result of my opening, what do I want my audience to ...

Think?	Do?	Say?	Feel?
How will I open my presentation? What is my opening statement?		How might I paint a picture of what's to come in my presentation?	

CLOSE

How do I summarise? What is my key message? What is the call-to-action/next step?

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Q&A

What questions are most likely to arise from my audience?	What's my best response?