

# Presentation trainer

## PREPARATION

### Checklist – Organization

Date & time: \_\_\_\_\_

Length of time for talk: \_\_\_\_\_

Questions at end? If yes, length of time for questions: \_\_\_\_\_

Place / Room: \_\_\_\_\_

Room set-up:



Equipment needed: \_\_\_\_\_

Is it available?  Does it work?

#### Audience

Number of people

1–5

6–15

16–30

over 30

How much do they know about the topic?

nothing

a bit

a lot

How well do I know them?

not at all

a little

quite well

How formal?

very formal

formal

informal

Nationality / Culture?

same as me

international

Handouts

no

yes / before talk

at end of talk

later (intranet / email)

### Checklist – Contents

Topic: \_\_\_\_\_

Three main points

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Purpose of talk: (What do I want to do?)

Inform the audience

Train the audience

Sell something to the audience

Persuade the audience to do something

Importance to audience: \_\_\_\_\_

What do I want audience to know by the end of talk: \_\_\_\_\_

#### Preparing visuals

How many visuals will I have? \_\_\_\_\_

Do they say (or show) what I want to say?

Are they clear and simple to understand?

Will the audience be able to read them (font size and colours)?

Do they have effective headlines?

Is there as little text as possible?

Have I remembered the rule of six?

## TRAINER

**Introduction**

Welcome audience.

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Introduce yourself (name, position / function).

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State your topic.

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Say why your topic is important for the audience.

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Describe the structure of your talk (the main points and when you will be dealing with them).

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Say how long the talk will be.

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Say when you will answer questions.

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Say whether there are handouts.

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**TIP**

Remember how to make effective openings: start with a rhetorical question, a story or an amazing fact, or give the audience a problem to think about.