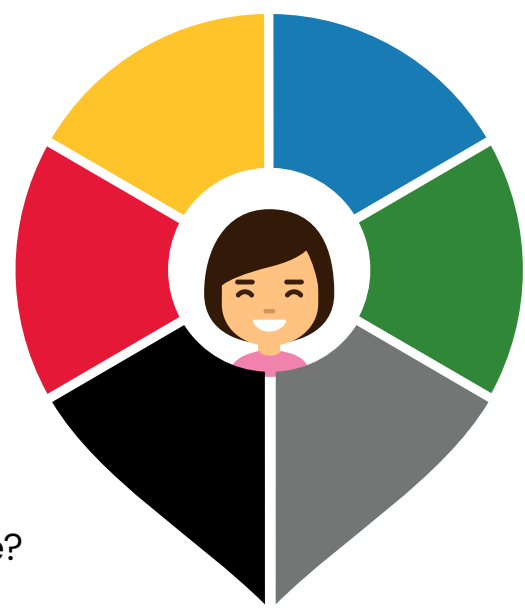


Presentation Planning 101



1 Build an Outline

- What is your agenda for the presentation?
- Do you have the right amount of content for the amount of time?
- Who will be responsible for each part of the presentation?
- How will you check-in with group members?

2 Prioritize Content

- What is the subject/topic of your presentation? (refer to assignment instructions)
- What content is most important to include?
- How will you divide your content among group members (if applicable)?

3 Set the Scope

- What do you need to include in your presentation? What would be nice to include?
- What do you hope the audience learns?
- Does the scope match your target audience and assignment instructions?

4 Plan Your Visuals

- How will you visually present content to your audience?
- Why have you included a visual? How does it help your audience understand or engage with your presentation?
- Examples of visuals: PowerPoint, handouts, posters, video, etc.

5 Practice!

- Have you practiced your presentation? (individually and/or as a group)
- Have you timed yourself/group?
- Have you thought about potential questions from your audience?

6 Debrief

- How did the presentation go?
- What worked well? What didn't? (Discuss with your group!)
- Did you take the time to review feedback from your instructor?

| | | |
|----------|-------------------------|--|
| Name(s): | Course: | Materials Required: Laptop Projector cords Cue cards/ Presentation notes Handouts Sticky notes Pens/Markers |
| | Audience: | |
| | Length of Presentation: | |
| | Presentation Date: | |