

Leader Toolkit

Presentation planner



We are **CUSTOMER OBSESSED, INSPIRATIONAL** leaders, **DEDICATED TO QUALITY**.

We create an exceptional experience, inspire each other to be brave and bold and strive for excellence in all we do.

Why use this tool

When giving a presentation, it is critical that your messages are clear and to the point. This can only be achieved with careful planning, starting with the outcome you are trying to achieve.

When to use this tool

Whenever you are planning a presentation to an individual or a group.

How to use this tool

Think first about the overall objective and then the key messages, one by one.

Tips

- For every slide in a presentation **think “So What?”** – what do you want the audience to think having seen this slide. This should be the title of the page.
- **Keep presentations short** – no more than 1 slide for every 2 or 3 minutes of meeting time allocated.
- If possible, **distribute presentation ahead of meeting** so audience has more time to digest the messages.
- Leave clever calculations and data to the appendixes.

Presentation planner



Make sure your talk or presentation achieves your objective - Use this tool to plan well				
Topic		Requested by		Duration
Your objective What you want to achieve	Gain support for..., get commitment to..., build understanding of...			
Key messages [4-5] Write as statements such as "the team needs ..."	Facts to support each message Again, write as statements.		Audio-visual aid? Sound? Photo? Video?	Time you will dedicate to the message

