

Speaker Worksheet Instructions

When you start developing your presentation, I encourage you to begin with **pen and paper**, it's a powerful way to connect with your ideas and helps you internalize your content more effectively. Work through the worksheets in order (1, 2, 3) it's designed to make the process simple and seamless!

Worksheet #1 will help you focus on the **big picture** and clarify your overall message.

Once that's complete, move to **Worksheet #2**, which dives deeper into your content. Keep it high-level at this stage, just capture your main ideas without writing out everything word-for-word. You'll find space for up to **three key areas** to organize your message (remember, you could present five, but they'll only remember three!). I also recommend saving your **introduction** for last; great openings often emerge naturally once you've developed your main points.

Before finalizing your presentation, or building your PowerPoint, complete **Worksheet #3** to review **timing**. Don't spend hours creating a presentation that won't fit your time slot! Estimate how much time you can dedicate to each section, so your message lands comfortably within your allotted window.

Once your worksheets are complete, you'll have a clear, well-organized presentation that keeps your audience engaged from start to finish. I look forward to reviewing your worksheets together during our first 1:1 session if you decide to take advantage of that opportunity.

Reach out anytime with questions, we are happy to help!

~**Tanis**

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Presentation Preparation Worksheet

Topic or Reason for the Presentation:

Who is the Audience? (helps you put together anecdotal material to support your points if you ask about/think through the audience's experience with your topic)

Audience Wants and Needs (leads to your three main points)

Outcomes that I want (leads to your call to action)

Main Message or Recommendation that I will make (leads to your opening statement & call to action)

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Presentation Outline

Strong Opening with Recommendation (you have 30 seconds to capture their attention)

Map It (quick overview of your points 1, 2, 3 – let them know where you are going)

1.

2.

3.

Point 1 -

Picture/Story/Evidence:

Recap – Summary of the point and why it is so important as you transition to the next

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Point 2 - _____

Picture/Story/ Evidence: _____

Recap – Summary of the point and why it is so important as you transition to the next

Point 3 - _____

Picture/Story/Evidence: _____

Recap – Summary of the point and why it is so important as you transition to Q&A

Questions & Answers (ASK: What questions do you have for me? Instead of: Do you have any questions?) *Write down some of the questions you think you will be asked.

Summary/Re-map of the points made at a high level

1.

2.

3.

Close – Call to Action, including big picture recommendation!

Presentation Timing

	<u>Time Allotted</u>
Open – Why do I care? AND Recommendation	_____
Map It (high level)	
Point/Bucket 1	_____
• Picture/Story/Evidence • Recap	
Point/Bucket 2	_____
• Picture/Story/Evidence • Recap	
Point/Bucket 3	_____
• Picture/Story/Evidence • Recap	
Questions & Answers	_____
Re-map points made (quick summary)	
Close – Call to Action / Why does it matter / Tie back	_____

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