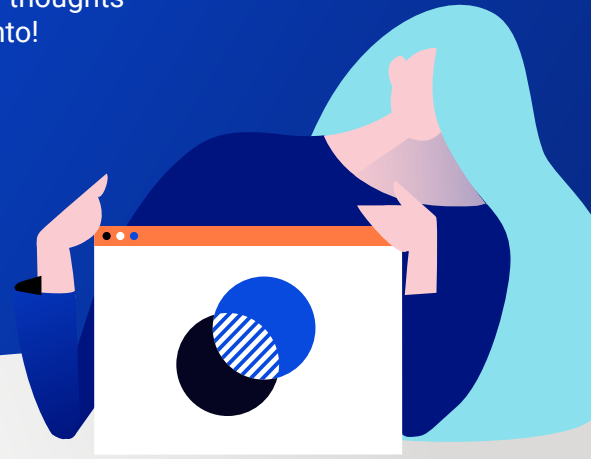


Before you open PowerPoint *define your presentation's purpose!*

Be exceptional. Stop the yawns and win over key stakeholders with your compelling visual story.

Let's get your thoughts sorted – pronto!



My audience is mostly

- Senior executives (I should remember to keep things at a high level)
- Subject matter experts (I can go into more detail)
- Laymen (I must define every abbreviation and spend more time putting my presentation in context)
- Mixed (I should do all of the above and precall that the audience is mixed)



I will use the following intro tactic to engage my audience

- I will ask questions.
- I will tell a story.
- I will show a picture or video.
- I will share a quote.
- I will share a statistic.

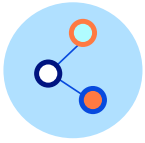


The main points of my presentation are

01 _____

02 _____

03 _____



I will connect my points with the following language

Intro - 01: _____

01 - 02: _____

02 - 03: _____

03 - 04: _____

04 - Conclusion: _____



To engage my audience, I could ask the following questions

Intro: _____

01: _____

02: _____

03: _____

04: _____



What do I want my audience to do with the information

- Take action.
- Get others to take action.
- Be aware.