



A Presentation Prep Work Sheet

By The Good Life UG

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A worksheet to help you prepare for your next presentation, public speaking engagement or pitch

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How to use this worksheet;

Hi! Thanks for downloading this worksheet! In designing it, I looked at the questions I ask myself before I need to make a presentation small or big anywhere. I am really excited to share this guide and I am positive it will help you ace your next presentation!!!

I like to take a week whenever possible, to plan for my presentations just to make sure I am adequately prepared. Feel free to take less or more time.

You can plan for your presentation by filling in your thoughts and ideas directly into this worksheet or simply use it as a guide and write your notes else where.

Step 1: Set aside 30 minutes to an hour to go through the questions in the guide.

Just jot down whatever comes to your mind first. It does not have to be perfect or well thought out.

Step 2: Go over the guide one more time just to fine tune your thoughts and ideas for the presentation. Do any research or follow up on issues that arise as you fill in the guide.

Step 3: When you are satisfied with it, go ahead and make your presentation, share with someone else for improvement and rehearse, rehearse, rehearse until D-Day!

Good Luck!

Lilly Ahabwe

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P.S: I would like to make more printables in the future so your feedback is highly appreciated. Please feel free to share any feedback you have so I can continue to make this product and similar products better for you!

Context:

1. What is the purpose of your presentation?

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2. Who is your audience and how large is it?

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3. How much time do you have to give your presentation?

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4. What outcomes are you expecting after your presentation? (Funding, partnerships, a collaboration, etc. Whatever your expected outcome is, make sure it is realistic)

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5. What key points does the audience need to know to bring about the expected outcome above? *(Make sure you put them across as clearly and as persuasively as possible. By the end of your presentation, there shouldn't be any doubt as to what you are trying to achieve. Be clear and precise)*

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6. What issues or pushback do you foresee from the audience? How will you address them?

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Presentation Framework:

7. For starters think of how you will get your audience's attention? *(In order to engage your audience, and keep them interested, think of an interesting way to start your presentation (a quote, an appropriate joke, etc.)*

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8. What is the point of your presentation? *(In your introduction, make clear the reason for your presentation and the main issues it addresses. This is also the point at which you should state the one thing your audience must understand from the start. Also give your findings at this point so that for the rest of the presentation your audience is following along with you and is eager to get into more detail as the presentation progresses.)*

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9. If you are going to make a visual presentation, this would be a good point to put it in. *(Think of what you would communicate using visual aids.)*

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10. What are the specific points that support your main message in 8 above? *(This is where all your research pays off and the audience will get to see just how prepared or not you are. Support your main message with clear succinct evidence. Make sure there are clear transitions between each point so that your audience is always on the same page as you.)*

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11. Summarize and make a recap of your points. *(Once you are done going into the specific points supporting your main message, make a review of your points to make sure you and everyone else is up to speed.)*

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12. Make your conclusion. *(Make it clear to the audience that the presentation is coming to a close. Just like how you thought of something clever or interesting for your introduction, you need to decide how you want to end your presentation with a bang and on a high note.)*

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Other questions to consider:

13. What are your strengths? *(Consider things you know about yourself that will be an advantage to you when making a presentation.)*

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14. What areas need improving to help you be more effective?

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15. What does a good presentation look like to you and what would you define as a good presenter? *(Attributes, characteristics; etc.)*

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Take Note:

- a. If you are nervous, speak slowly but deliberately instead of saying “um” when you are stuck. Also don’t panic and rush through the presentation. Don’t be afraid to stop and think quietly before moving on to saying anything. It’s better to take your time and make sense than rush through it and make no sense or appear to your audience as inept.
- b. Practice giving your presentation without slides or notes to help boost your confidence.
- c. Rather than memorizing each and every sentence in your presentation, memorize the key points, gist and general flow of it so that you are not thrown off if you are suddenly interrupted.
- d. Listen carefully to feedback and questions after you have given your presentation and give well thought out answers.
- e. Make sure you have a good grasp on what you want to communicate before you make your slides. Don’t use the slides as notes or cues for yourself. They are a tool to help communicate to your audience what you already know. Remember, it is them you are trying to educate or inform.
- f. Be yourself and bring your personality into your presentations. You don’t have to make a copy paste presentation like everyone else. Make it unique to you.