

Self Coaching Worksheet

Name & Date:

Plan Content "Powerful presentations, like beautiful buildings, are thoughtfully planned and skillfully constructed."
- Steve Mandel

What are my goals for this presentation?

Opening Engage your audience and provide a context for what will follow

- Engaging Introduction
- Position is clearly stated
- Action is specific to your audience
- Audience is invested

Organization Focus on the "must know" factor and make it obvious

- Preview: provide agenda
- Detail: audience appropriate
- Transitions: clear & concise
- Review: Go back and review

Closing End with impact and keep them thinking about your topic

- Position: clearly restate
- Action: state clear, following steps
- Benefits: make sure they know!
- Exit: be memorable!

Add Color and Visuals: Include activities & visuals to increase audience attention and retention

Audience Involvement Breathe life into your talk; make it real and engaging

- Stories, Quotations & Analogies
- Interaction-ask questions
- Humor: Effective & Appropriate

Visual Support Use to focus attention and describe hard-to-explain concepts

- Quantity
- Quality: simple & intuitive
- Use: Say it! Pause! Explain!
- Do not fiddle!

Final Steps:
