**Presentation Planner**

*Planning* is probably **the** most important step in creating a successful presentation of any kind. Planning helps you decide on the content and the order in which the information will be presented. Whether you are using PowerPoint, OpenOffice Impress or any other presentation software, use the following steps as a guide in planning the presentation.

1. **Determine the Purpose of the Presentation**
   * Is this presentation about a product for a client?
   * Is it a business presentation about the latest sales figures?
   * Is it about a new idea you are introducing?
2. **Determine the Presentation’s Audience**
   * your staff
   * a new prospective client
   * a group of small children
   * a convention for people in the same line of work -- for example; a group of dentists
3. **Gather Your Information**
   * Remember the *KISS* principle (Keep It Simple, Stupid) when designing your presentation.
   * Focus on three or four main points only
   * Know everything about the topic so you are ready for questions after the presentation.
4. **Sketch Out the Slides on Paper**
   * Make sure the slides emphasize the main points to be made in the presentation.
   * Try to have only one main idea on each slide.
   * List no more than four points per slide.
5. **Determine the Order Of Your Slides**
   * Although this can be changed later, having a rough idea of the order of your topic points, will help you plan the order of your slides.
6. **Create the Presentation**
   * When creating the slides, be consistent in your choice of background colors, fonts, transitions, and animations.

*When Presenting*

1. *Introduce your team and yourself*
2. *Smile – establish rapport with your audience*
3. *Ensure you can be heard- speak clearly*
4. *Make eye contact with your audience*
5. *Be enthusiastic - if you don’t believe in what you are saying, how can you expect your audience to believe it.*

*Use the planner overleaf to help you plan your Presentation*

**Introduction**

*Answer the following questions by filling in the boxes:*

What is the topic of your presentation?

Summarise the topic in 5 words or less:

Why is this topic useful and interesting for your audience?

**Grabber**: Write a question that you can ask the audience that will catch their attention and make them listen to your presentation. For example, if your presentation is about how to get a good job after graduation, you could ask "If you are worried about getting a good job after graduation, please raise your hands."   
Write your question in this box:

Other ways of ‘grabbing’ attention (You must be able to relate these to your topic):

Use a startling statistic

Tell a story

What is the background (why did you choose this topic?)

What pictures, clip art, videos, charts etc do you want to use in your slide show? Only use them if they add to your presentation i.e. they assist in the transmission of your message.

What is your objective (what do you want the audience to know at the end of the presentation?)

**Main Points**

What is the first main part of your presentation?

*Summarise the first main point in 5 words or less:*

What is the second main part of your presentation?

*Summarise the second main point in 5 words or less:*

What is the third main part of your presentation?

*Summarise the third main point in 5 words or less:*

If you have a fourth main point, type it in here:

*Summarise the fourth point in 5 words or less:*

**Structure**

1. **Introduction**
2. **‘Grabber’**
3. **Outline**
4. **Main body**
5. **Conclusion**
6. **Questions**

***Sample Phrases:***

“Good ,..............*smiling and making eye contact* ladies and gentlemen, and welcome to my presentation. My name is............. “

“The topic of my presentation today is.................................*Optional you may prefer different phrasing”*

‘Grabber’ *question, statistic or story* to the audience (optional)  
“The reason that (this topic) is useful for you is “

“We are going to talk about three things. These are, firstly, Secondly.”

“Next/Finally we’re going to talk about.”

“Finally we’re going to look at……”

“Due to the limited time I have today just ......, minutes, I’d appreciate it if you would keep your questions until the end. Thank you.”

**or**

“Please feel free to ask me questions at any time. This presentation will last for about \_\_\_\_\_\_\_\_minutes”

**Point One**

Firstly

(Write the details of your first point in here:)

(Write up to five keywords that remind you of the details here:)

If you want to put a picture, chart, graphic etc in your slide show to illustrate the first point, list it here:

How exactly are you going to use this visual aid? Is it necessary? What does it add to your presentation?

That’s the end of the first point.

**Point Two**

***Sample Phrases:***

Now we will move on to the second point, which is about

(Write the details of your second point here:)

(Write up to five words that remind you of the details here:)

If you want to put a picture, chart, graphic etc in your slide show to illustrate the second point, list it here:

How exactly are you going to use this visual aid? Is it necessary? What does it add to your presentation?

That’s all for the second point.

**Point Three**

***Sample Phrases:***

Next.

(Write the details of your third point here:)

(Write up to five words that remind you of the details here:)

If you want to put a picture, chart, graphic etc in your slide show to illustrate the third point, list it here:

How exactly are you going to use this visual aid? Is it necessary? What does it add to your presentation?

That's all for this point.

**Point Four**

***Sample Phrases:***

My fourth point is:

(Write the details of your fourth point here:)

(Write up to five words that remind you of the details in here:)  
If you want to put a picture, chart, graphic etc in your slide show to illustrate the fourth point, list it here:

How exactly are you going to use this visual aid? Is it necessary? What does it add to your presentation?

That’s the end of the final point.

**Conclusion**

***Sample Phrases:***

In conclusion, in this presentation my objective was to ...................................  
I have covered X number of main points, firstly.............................................   
Secondly we talked about...................................................................................   
Next we discussed...............................................................................................

Finally we looked at.............................................................................................

I hope you have found this presentation useful. Thank you.

Questions, please. Yes?

If there are no more questions, that is the end of my presentation.