Presentation Planning Tool

Goal
• Objective(s) of the Presentation
  - ____________________________________________
  - ____________________________________________

Topic
• Information and content to be used
  - ____________________________________________
  - ____________________________________________

Audience
• Intended audience ____________________
• # of people ___________________________
• Decision-makers ________________________

Format
- Formal Presentation
- Group Meeting
- 1:1 Discussion
- Location ___________________________
- Location ___________________________

Flow
- Time Allotted _________________________
- Content Outline
- Key Questions
- Use of stories & Mended Hearts Priorities

Media
- Speaking only
- Powerpoint
- Video
- Handouts or other materials (Brochures)

Post-Presentation
• Did I accomplish my goal?
• What follow-up is required on my part?
• What went well during the presentation?
• What can I improve upon for future presentations?