

Building An Awesome One Hour Presentation

Answer These Questions Before Building Your Presentation

Purpose + Objective of Presentation

Who Is The Audience What's Important To Them What Problems

Do They Have How Will You Solve Them

What outcome are you seeking from your time together

What tools + resources do you need to make this an awesome presentation

What is the timeline of the presentation

Open - The Drinks + Apps/ The Why

5 minutes

Overview

Ask what's important to the audience

Body - The Main Course / The What + How

45 minutes

Key Point One- 15 min.

Key Point Two 15 min.

Key Point Three 15 min.

Close - The Dessert / The What If + What's Next

10 minutes

Review The Key Points + Call To Action

Q + A

Gratitude



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Post Presentation

Is there any follow up you promised which needs to be done?

Thank you notes

Feedback requests

Things To Consider and To Be Mindful Of...

Energy + Body language

Engagement

Keeping Control of the Flow

Visuals

Repeating peoples questions

Writing things down that people share

Listening- listen, listen, listen

Praise in public, coach in private

Talking Tips

Be mindful of connecting with the audience- eye contact, body position

Pause and breathe

Be mindful of padding words... Um, um, um

Be mindful of the pace of your talk

Be mindful of the tone of your voice and facial expressions

Practice, practice, practice

Video tape yourself and play it back to gain awareness of opportunities

Do a test talk in front of some friends

Visualize how the audience will feel

