



## Presentation Checklist

### 1. What is your goal?

Have you identified what's in it for you and for them?

### 2. Do you have connectors?

- ◆ Visuals in addition to PowerPoint. If using PowerPoint, do your pictures fill the page with less than 5 words on each slide? Let your handouts do the heavy lifting.
- ◆ Auditory stimulation like stories, silence, use of voice, recordings, for example, metaphors, anecdotes, analogies.
- ◆ Kinesthetic tools like props, prizes, physical demonstration.

### 3. Make an entrance!

"Hello, I'm Joe and I'm here to present on safety"

If no time for a story, try a simple, provocative statement; a real or rhetorical question; a quick demonstration, *then* say why you are there.

"Would you like to improve our safety by at least 30%?"

"Imagine if we could exponentially improve our safety within 90 days."

What are the first words out of your mouth to make an impact?

### 4. Enlighten your audience with 3 key categories

Write down everything you want to communicate to achieve your goal and then chunk it down into three key categories.

### 5. Exit!

"Any questions?" You can do better! What are the last words out of your mouth?

Even in the most formal situations, you can exit with an impactful statement, story, rhetorical question, and *then* ask for a vote, etc. Don't fall into the old habits!

"There are a lot of things we can do with \$47,000, but *this* one will keep our children safe. (pause) At this time, we ask for your consideration of....."