

The Path to Exceptional Presentation Delivery Definition of terms

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| Review proposal | ✓ Re-read the proposal you submitted and read reviewer comments |
| Contact co-presenter | ✓ Connect with your co-presenter to determine who is doing what by when |
| Clarify Message | ✓ Decide on the most important ideas, skills and/or concepts you plan to convey to your audience |
| Shape 1st draft | ✓ Create the first of several versions of your presentation |
| Develop timing | ✓ Estimate how long each section will take |
| Test message | ✓ Review your presentation to see if it conveys the ideas, skills and/or concepts you planned |
| Revise and rework draft | ✓ Make visuals crisper and cleaner, revise timing as necessary, and make sure all sections flow properly |
| Practice delivery | ✓ Test your presentation concept to confirm you can deliver on your defined outcomes by speaking it out loud |
| Integrate tools to increase engagement | ✓ Plan ways to make sure that your audience will be interacting with you, with the material, and with each other |
| Continue to refine materials | ✓ Keep reviewing and revising and improving |

navigating change

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change management and organizational development