

“Engaging presentations – Check!”

Silke Riegler

(Munich, Germany)



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presentations –
Check!”



“Engaging presentations – Check!”

How to have more time for coffee!



Agenda

Presentation Training

1. What makes a presentation successful?
2. What is the structure of a presentation?
3. Steps to take when preparing a presentation (checklist)
4. Slides
5. Presentation Vocabulary (Sign posting and cause & effect language)
6. Delivery (online/face-to-face)
7. Q&A
8. Culture
9. ???

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Step 1

Decide on a **topic**.

Write it down.



Step 1

checklist
for
presentation
preparation



Step 2

Investigate about the **audience**.

Who am I presenting to?

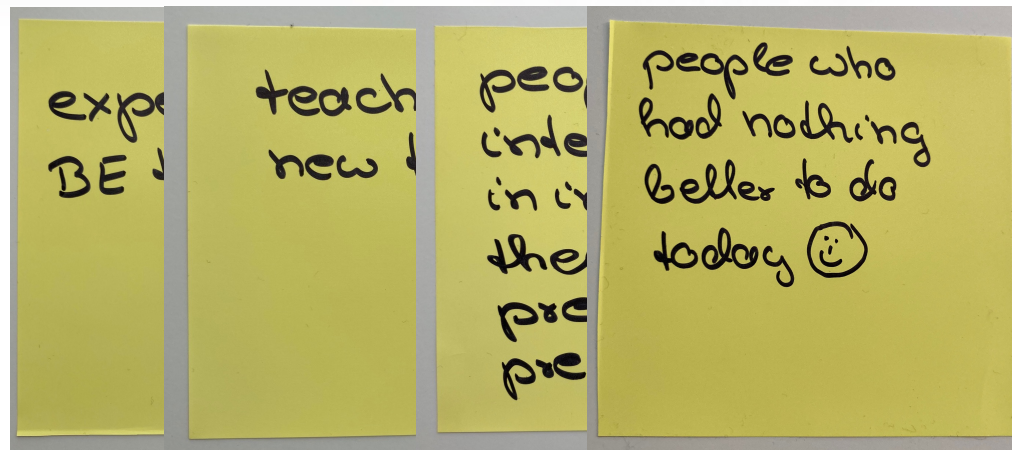
What is important for this person/group?

Write it down.



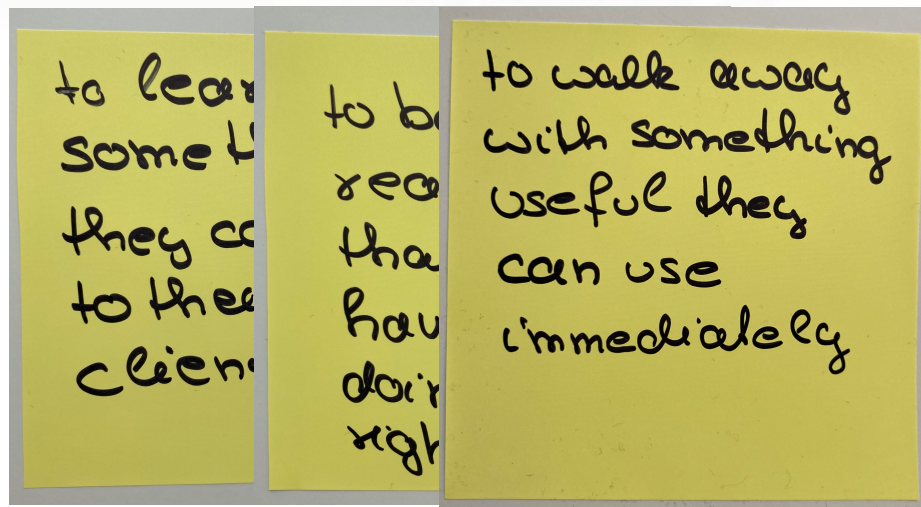
Step 2

Who am I presenting to?



Step 2

What is important for this person/group?



Step 3

Decide on an **aim**.

What do I want to achieve?

What is my aim exactly?

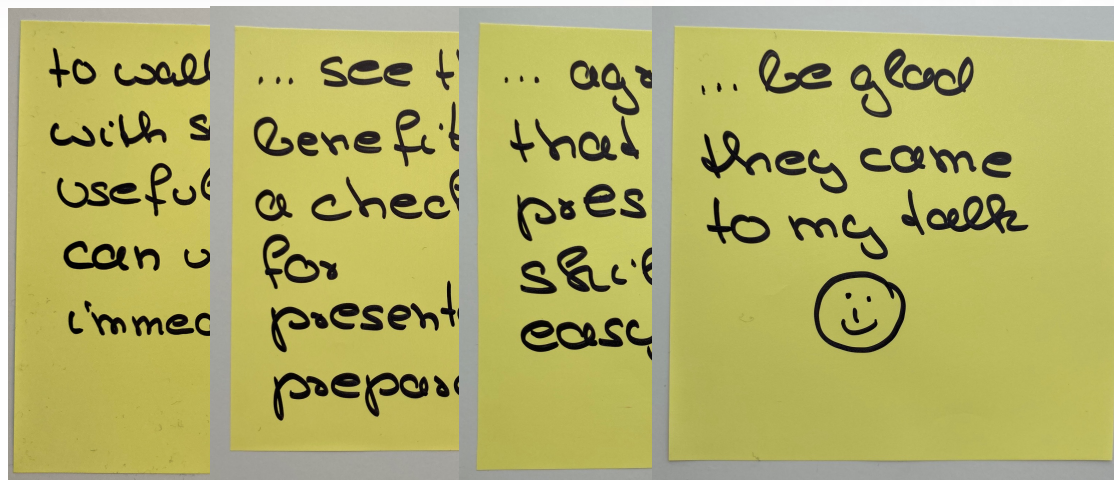
Be specific.

Write it down.



Step 3

By the end of my talk, I want my audience to ...



Step 4

Content: Brainstorm –

What exactly do I want to talk about?

Make sure the content supports your aim and is targeted at your audience.

Focus on the **benefits** for your audience.

Write it down.



Step 4

my 9-step
checklist



Step 5

Prepare vocabulary for the presentation
if necessary.

Write it down.



Step 6

Content:

Complete the business presentation structure introduced during the training with the content helpful to reach your aim.

Focus on the **benefits** for your audience.





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Step 6

Presentation structure

1. Opening
2. Main part – topic/**benefit 1**
3. Main part – topic/**benefit 2**
4. Main part – topic/**benefit 3**
5. Closing



Step 7



Create a visual if necessary.



Step 8



Practice!

Present to someone and get feedback. (Dry run)



Step 9

Adjust the presentation according to the feedback from the dry run.





Finished!



Checklist

Checklist

How to create a successful business presentation

| | Task | Done |
|----|--|------|
| 1. | Decide on a topic . Write it down. | |
| 2. | Investigate about the audience - Who am I presenting to? What is important for this person/group? Write it down. | |
| 3. | Decide on an aim . What do I want to achieve? What is my aim exactly? Be specific. Write it down. | |
| 4. | Content: Brainstorm - What exactly do I want to talk about? Make sure the content supports your aim and is targeted at your | |

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Let's go and
have some coffee!



Over to you!

1. What is your experience with using checklists in your training?
2. What are the benefits for your clients?
3. What are potential challenges?
4. Have you used checklists for other training topics? If so which ones?



Connect with me!

Find me on **LinkedIn** or
send me an **e-mail** at silke.riegler@t-online.de