

Two-Week Presentation Planning Guide

Two Weeks before Presentation

- Based on the assignment, identify the main point you want to emphasize.
- Describe your audience and purpose.

Ten Days before Presentation

Submit to the presentations coach a storyboard that includes context, key points, examples and transitions.

One Week before Presentation

Submit PowerPoint slides for presentation coach's review.

Three Days before Presentation

Revise slides based on coach's feedback.

- Schedule a videotaped practice session with a presentations coach.
- Receive feedback. Set goals.
- Make a list of questions you anticipate being asked and schedule a follow-up practice session if it would be helpful.

Presentation Day

Deliver presentation and receive feedback from instructor and peers.

Post-Presentation

Reflect on this experience. What worked? What didn't work. How might you improve your performance next time?