

TOOLKIT ESSENTIALS

HOW TO CREATE A GREAT PRESENTATION

The rules of great presenting have changed – are you (or your speakers) delivering something that moves your audience? Use this checklist the next time you develop your presentation:

- Does my presentation achieve what I need it to?
- Is my presentation focused on the needs of my audience?
- Does the presentation have one key focus?
- Is the structure easy to follow?
- Is my presentation too long?
- Is my presentation interesting, relevant, and valuable?
- Do I make effective use of stories and other ways to engage?
- Is the first minute of my presentation immediately arresting?
- Are my slides helpful, distracting, or overwhelming?
- Did I rehearse enough?
- Did I rehearse effectively?

