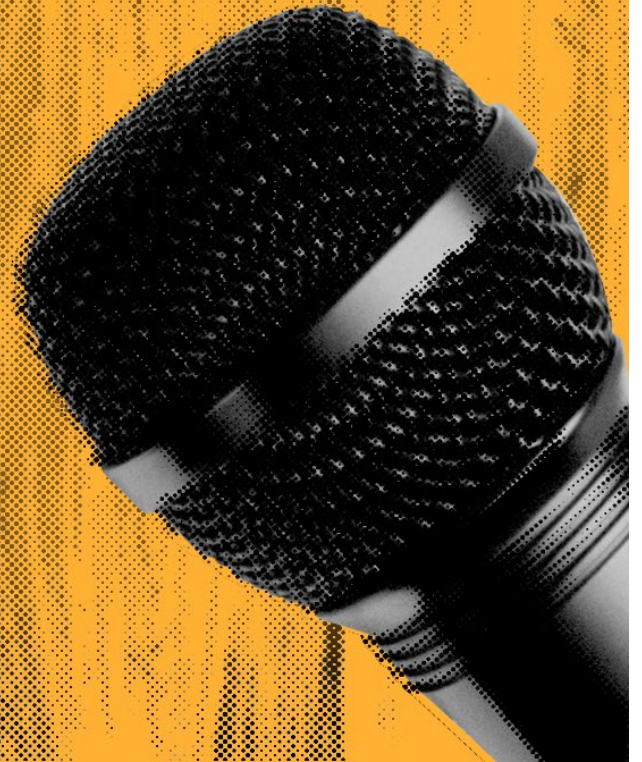




Public Speaking Success

Nail your next presentation



Worksheets

JUSTIN O'BRIEN

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The last time I wrote something – a short book on this topic, someone stole it and published it under their own name. (More the fool them – they stole the draft!!)

So please don't steal it and reproduce it as your own. Use it to nail your next presentation. Here's the legal bit.

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These worksheets are designed to accompany the videos on my YouTube Channel

<https://www.youtube.com/channel/UCHhmngvowP2EVPtHTK37s> w

Alternatively you can search for Justin O'Brien - Presentation Skills HQ

Worksheet 1: Situation Analysis

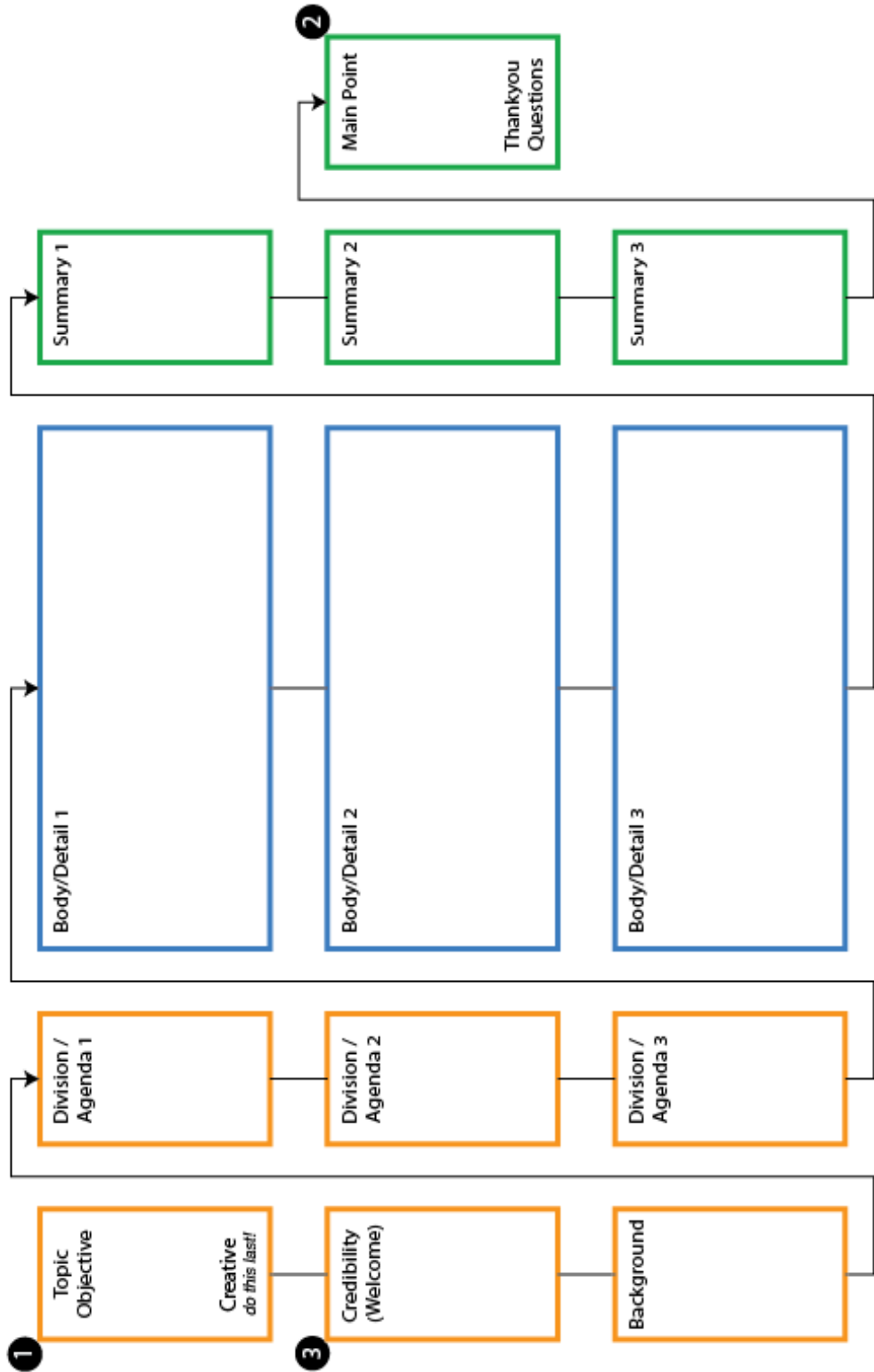
Speaker	Do you have the right person/people pitching? Who are they?
Subject	What's the topic? Be specific.
Audience	Who are you presenting to? Just the decision maker(s) or a larger audience of key influencers or influencers.
Purpose	What do YOU want as an outcome? What you want the audience to feel, think and do differently as a result of the presentation.
Medium	Where will you be presenting? In the client's office, your office, or an independent venue?
Occasion	Why are you pitching? Is it a continuation of an existing piece of work or a major project?
Complexity / Time	Be realistic about what can be achieved in the time you have. Given your audiences' knowledge is the complexity High, Medium, or Low?

Worksheet 2: Content

Persuasive Story Structure	Anecdotes
Research	Something Interesting



PRESENTATION PLANNER



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Worksheet 4: Visuals

Pitch duration? _____

If the pitch duration is 5 minutes, on average and as a guide you will have between zero and five slides including the cover page.

Main Message	What visuals will you use
1	
2	
3	
4	
5	

Types

Drawn	Flip Chart	Demonstrations	Interactive
	White Board		Individual
	White Board Electronic	Electronic	PowerPoint
	Handouts		Prezi
			Video
Artefacts	Objects	You!	Probably the most influential visual aid you have
	Props – picture		

Worksheet 5: Delivery

Make notes on where you need to put your focus to either have greater impact or improve your delivery skills.

Verbal	Vocabulary	
	Simple Language	
	Anecdotes	

Non-Verbal	Tone:	Pace	
		Pause	
		Fillers	
	Style:	Pitch	
		Loudness	

Facial Expression	Forehead	
	Eyes / Nose	
	Mouth / Lips	

Gestures	Counting Off	
	Placing things in space	
	Dynamics	

Movement	Move to the screen	
	Balance the room	
	Stand Still	

Worksheet 6: Review

Who	What (topic)
When	Where

Continue doing	
Stop doing	
Start doing	
Impact on your personal brand	