

# PLUS*One* PRESENTATION PLANNING TEMPLATE

Presentation Title: \_\_\_\_\_

Significant Over-riding Objective—identify desired learning changes in knowledge and behavior					Audience size and needs	
<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>						
Length	What		Why	How	Who	Key Notes
	O P E N	<b>Opening</b> <ul style="list-style-type: none"> <li>▪ Welcome</li> <li>▪ Agenda</li> </ul>	Attention grabber, make connection with audience highlight direction for the session	Power point slide # workbook review, video, music, group activity, powerful open question		
		<ul style="list-style-type: none"> <li>▪ Ice Breaker</li> <li>▪ Transition techniques</li> </ul>				
	B O D Y	<b>Point 1</b> <ul style="list-style-type: none"> <li>▪</li> </ul>	Present meat of presentation message	Present key learning points and support with evidence		
		<b>Point 2</b> <ul style="list-style-type: none"> <li>▪</li> </ul>				
		<b>Point 3</b> <ul style="list-style-type: none"> <li>▪</li> </ul>				
	C L O S E	<b>Summary</b> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> </ul>	Tell them what you told them			
		<b>Closing—“Wave the Flag”</b> <ul style="list-style-type: none"> <li>▪</li> </ul>	Call for action or inspirational message	Challenge audience to act or make commitment use a powerful quote		

