

CEPNET Presentation Skills

<p>Checklist of things to think about</p>	<ol style="list-style-type: none"> 1. Who is it for? 2. What do they need to hear? 3. What are the main points to get over? 4. How are you going to communicate it?
<p>STRUCTURE</p> <p>Introduction</p>	<ol style="list-style-type: none"> 1. Why are you doing this? 2. Overview of what it is you want to say 3. Response you are looking for <ul style="list-style-type: none"> • Discussion • Approval for an idea • Open up debate
<p>Core Message</p>	<ol style="list-style-type: none"> 1. Make the points clear 2. Illustrate them with examples 3. Keep it simple 4. Not too many ideas
<p>Conclusions</p>	<ul style="list-style-type: none"> • Analysis • Implications • Consequences • Insights
<p>Recommendations</p>	<ul style="list-style-type: none"> • And thereforepractical ways to take your ideas further!