

Presentation Planning

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Perth BarCamp 2.0



MS				Anybody can do presentation Planning makes presentation Break your presentation p
INTRO	intro	120	2:00	start story about "session" it is BarCamp, it is about i Anybody can do presentation good planning make prese one point you takeaway
CONTENT	Analogue	30		Analogue is your friend, st
	Research	90	4:00	know your topic research your audience Why my last presentation 90 minutes to prepare, I k but did not understand m understand were your pre
	Aim	90	5:30	Most people only take two Work out what you want p
	Introduction	120	7:30	The first 10% or so of the You need to capture your 2nd most memorable part introduce yourself state you aims script it
	Content	30	8:00	start with your aims break it into the key parts break it down into bite siz
	plan	60	9:00	create a "session plan" use a spreadsheet lists key words, phrases, c if things go wrong you can in theory you could hand y recycle
	the end	60	10:00	this is the most memorabl restate your aims - i.e. wh script it thank the audience tell here to find more
CONCLUSION	exit	180	13:00	you know what is should ask audience what their t thank the audience

Start here



**Research:
know
your
audience**



**Aims:
state
them
clearly**



Introduction

Hello, my name is:

Nick

I'm a **twitter** addict

**Content:
break it down
into bite size
chunks**



AIMS				Anybody can do presentations Planning makes presentation easier and better Break your presentation planning into small bite sized pieces
INTRO	intro	120	2:00	start story about "session plans" it is BarCamp, it is about improving skills and participation Anybody can do presentations good planning make presentation easier and less stomach churning one point you takeaway in break it down to small pieces
CONTENT	Analogue	30		Analogue is your friend, start with pen and paper not with a computer and PowerPoint
	Research	90	4:00	know your topic research your audience Why my last presentation was my worse: 90 minutes to prepare, I knew the topic, but did not understand my audience, their level of knowledge understand were your presentation fits in
	Aim	90	5:30	Most people only take two or three things away from a presentation. Work out what you want people to take away from you presentation and write them down
	Introduction	120	7:30	The first 10% or so of the presentation is the most important You need to capture your audience's attention 2nd most memorable part of a presentation introduce yourself state you aims script it
	Content	30	8:00	start with your aims break it into the key parts break it down into bite sized chunks
	plan	60	9:00	create a "session plan" use a spreadsheet lists key words, phrases, examples, schedule, slides if things go wrong you can refer to it in theory you could hand your "session plan" to someone else to give recycle
	the end	60	10:00	this is the most memorable part of your presentation as long as you have not bored them restate your aims - i.e. what they should of learnt script it thank the audience tell here to find more
CONCLUSION	exit	180	13:00	you know what is should happen here ask audience what their takeaways are thank the audience

REPEAT

Conclusion

REPEAT

REPEAT

REPEAT

Presentation plan and slides

<http://nickcowie.com/2008/presentation-planning/>

Further reading

Garr Reynolds

<http://www.presentationzen.com/>

<http://www.garrreynolds.com/Presentation/index.html>