

Two-Week Presentation Planning Guide

Two Weeks Before Presentation

Based on the assignment, identify the main point you want to emphasize. Describe your audience and purpose.

Ten Days Before Presentation

Submit a storyboard to the presentations coach that includes context, key points, examples and transitions.

One Week before Presentation

Submit PowerPoint slides for presentation coach's review.

Three Days Before Presentation

Revise slides based on coach's feedback. Schedule a videotaped practice session with a presentations coach. Receive feedback. Set goals. Make a list of questions you anticipate being asked and schedule a follow-up practice session if it would be helpful.

Presentation Day

Deliver presentation and receive feedback from instructor and peers.

Post-Presentation

Reflect on this experience. What worked? What didn't work. How might you improve your performance next time?

