

# Prezentační dovednosti

1.

# A 12-Step Plan for Planning and Preparing Successful Presentations

- Step #1. Establish your purpose
  - Specify 3 operational outcomes
  - Identify audience
  - -Include time limit

- Step #2. Brainstorm each main idea (Fill your buckets.)

- Step #3. Find a pattern or motif to arrange the main ideas

- Step #4. For each main idea:
  - Announce what the main idea is
  - Define your terms (What do you mean by that?)
  - Explain it
  - Give an example of it
  - Say the main idea again for closure and transition

- Step #5. Develop the Conclusion
  - Quickly summarize the main ideas
  - Close with a power punch ending

- Step #6 Develop the Introduction
  - Grab their attention and make them want to listen (Hit 'em with your best shot.)
  - Preview your main ideas (Tell 'em what the presentation will cover and in what order.)
  - Establish your credibility (Who are you?!)
  - Explain the benefits (What's in it for them?)

- Step #7. Develop presentation notes that work
  - Words and short phrases only
  - Big enough and bold enough to be read at a glance



- Step #8. Practice out loud

- Step #9. Revise

- Step #10. Practice out loud

- Step #11. Revise

- Step #12. Practice some more