

topic

be as specific as possible

outcome

after, participants will (know, do, think, feel)

objectives

the purpose: (inform, discuss, promote, decide,...)

questions

what to ask before/when they arrive

one sentence

to summarize your entire presentation:

grabbers

provocative facts, stats, stories, quotes

participants

how many, background, what makes group distinct:

delivery enhancers

activities, games, metaphors, stories, images

presentation parameters

length, location, room set up