**Presentation Plan template**

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| Presentation Topic/Title: |  |
| Learning Outcomes:(What will the students be able to do at the end)  |  |
| Presentation strategy:(E.g. demonstration, discussion, oral presentation, questioning, role-play, etc.)  |  |
| Format and delivery method:(How are you going to deliver, e.g. PowerPoint Presentation with role-play, etc.) |  |
| Audience characteristics and how the presentation needs to be geared to meet their needs:  |  |
| Presentation aids that will be used:(E.g. notes, PowerPoints, handouts, white board, projector, videos, equipment, etc.) |  |
| Other resources needed:(E.g. handouts, specific equipment, etc.) |  |
| Regulatory and organisational obligations and requirements |  |
| Introduction:(How are you going to grab the attention of the participants?)  |  |
| Planned techniques to ensure continuing audience interest: |  |
| Outline of content:(Add topic headings in a logical sequence including introduction, key points and a conclusion |  |
| How will you summarise your presentation? |  |
| Who else is involved?(You will need to brief others on their roles, e.g. complete the evaluation, set up chairs, etc.) |  |
| How the presentation will be evaluated? |  |