**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? |  |