

9 Fundamentals to Elevate Any Presentation

Action Plan and Monitoring

	Impact Areas	Comments	Action Steps	Rating (10 highest, 1 lowest)												
	+ = what went well? / = what did not feel good?															
1	Clarity of Message (Message is concise, content was clearly presented, simple visuals, right pace)															
2	Language (The words were purposeful articulated clearly, and understood by audience, manage expectations)															
3	Body Language (Good eye contact, standing confident, no fidgeting, using gestures appropriately)															
4	Engagement (Audience rapport, keeping attention, asking questions, capturing and incorporating needs)															
5	Memorable (Compelling stories, pictures, symbols and objects)															
6	Relevant (Including audience topics and issues)															
7	Authority (Professional, confident, tonality and intonation, respected by audience)															
8	Inform and Inspire (WOW Factor, value added, market statistics, emotionally connect and inspire)															
9	Call to Action (Clear offer, urgency and need)															