

1. Welcome

Objectives & Outcomes

3. Delivery

Energy & Education

5. Closing

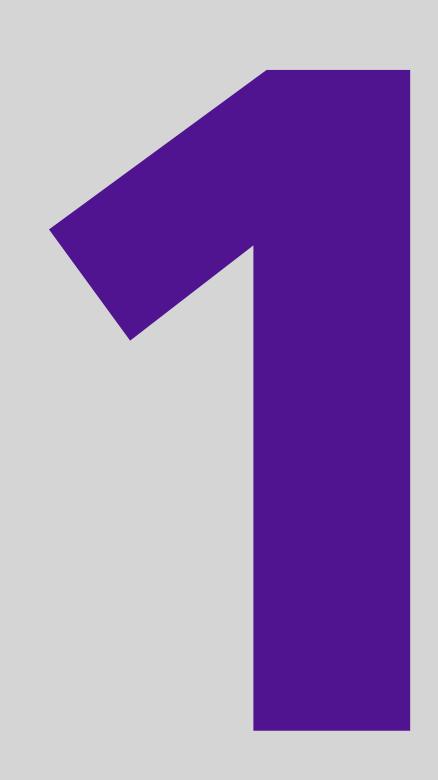
Questions & Answers

2. Preparation

Mindset & Details

4. Follow Through

Custom & Clear



# Objectives & Outcomes

- 1. Be better prepared
- 2. Understand 3 step process
- 3. Have some fun!





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# Preparation Delivery Follow Through



### **PRE-FLIGHT CHECKLIST** Day prior ☐ Send Welcome Video to all participants ☐ Send presentation slides and PDF (page #s on slides/visuals) Set up your co-host with the pre-prepared polls ☐ Encourage participants to print all needed documents Reconfirm timing and Zoom link Set up Facilitator as "host" in Zoom Day of Test: sound, mics, bandwidth Adjust camera angles & background ☐ Update "preferences" to show pointer when using mouse trackpad ☐ Test: slides forward and backward Add co-host Open Chat window (and Q & A, if using Webinar) Once started, press record At closing, press stop recording **Day After** ☐ Send Thank You Video to all participants **Backup Plan** Send participants a copy of presentation as a backup ☐ Plan B conference number and PIN?

#### **GREEN ROOM**

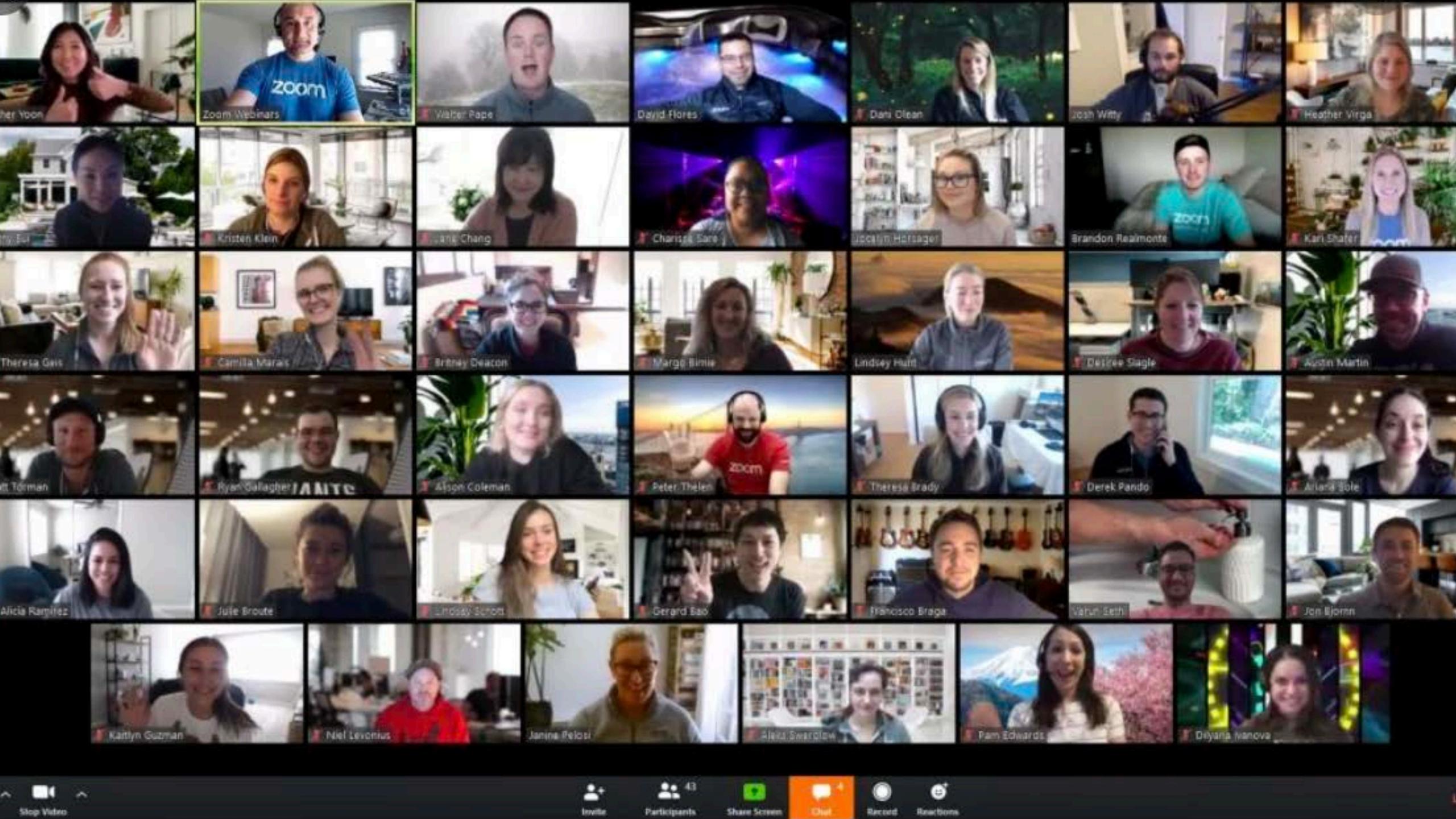
Day of	
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☐ Dress up		
Background set (place a you are sitting at but make fill and bounce)		
Standing Lighting: take a your face you feel is best. To computer so the light falls	The lamp should be in	
Standing, not sitting		

Look AT the camera

Resting face when not speaking

☐ Smile when clicking "leave meeting" (twice in Zoom)









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"It doesn't matter if your intent is honorable if your impact is not."

- Linda Hill



S H O W

# DON'T TELL



### The 3 Clear Points - Stories

- 1. Context + Emotion
- 2. Two to 50X more powerful
- 3. You must have stories at-the-ready











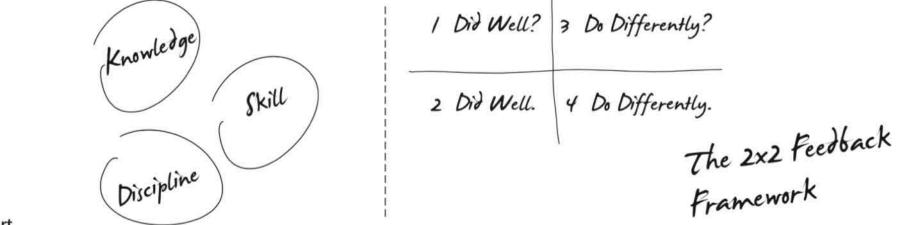
#### VISUAL IMPACT

#### Show. Don't tell.

You've heard this phrase, but what does it mean? In the context of a meeting or presentation, it means having powerful, well-designed visuals that help power your narrative arc. The purpose of this Sales Tool is to suggest three different ways to bring visual impact to your meetings and presentations.

#### Hip pocket frameworks

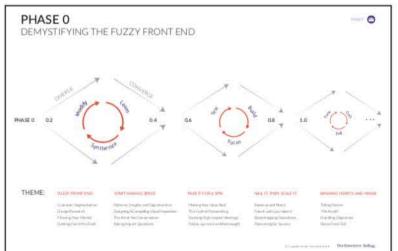
Hip pocket frameworks are simply drawings that you "carry around" with you at all times, such that you can pull them out of your hip pocket and use a whiteboard, a flip chart or even a piece of paper to draw them out for your audience. These in-the-moment, at-the-ready frameworks pull your audience's attention toward you and keep you in full command of the room.



#### Art

Another way to achieve visual impact is through art. And while every meeting or presentation doesn't warrant art, high-stakes client interactions often do. Art can be a picture, a symbol, or even an object that's been entirely thought-through, designed and produced. Just like art hanging on a wall, these extra efforts make your presentation bespoke.





#### Slides

The most common way to add visual impact is through slides. But in order for slides to truly have impact, they must be designed, streamlined and not overstuffed. There should be very few slides, and each one should have a compelling picture or image that punches a point you are making, offers a metaphor, or drives your narrative arc. If a slide has words, it should have fewer than 10.













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2. Preparation

Mindset & Details

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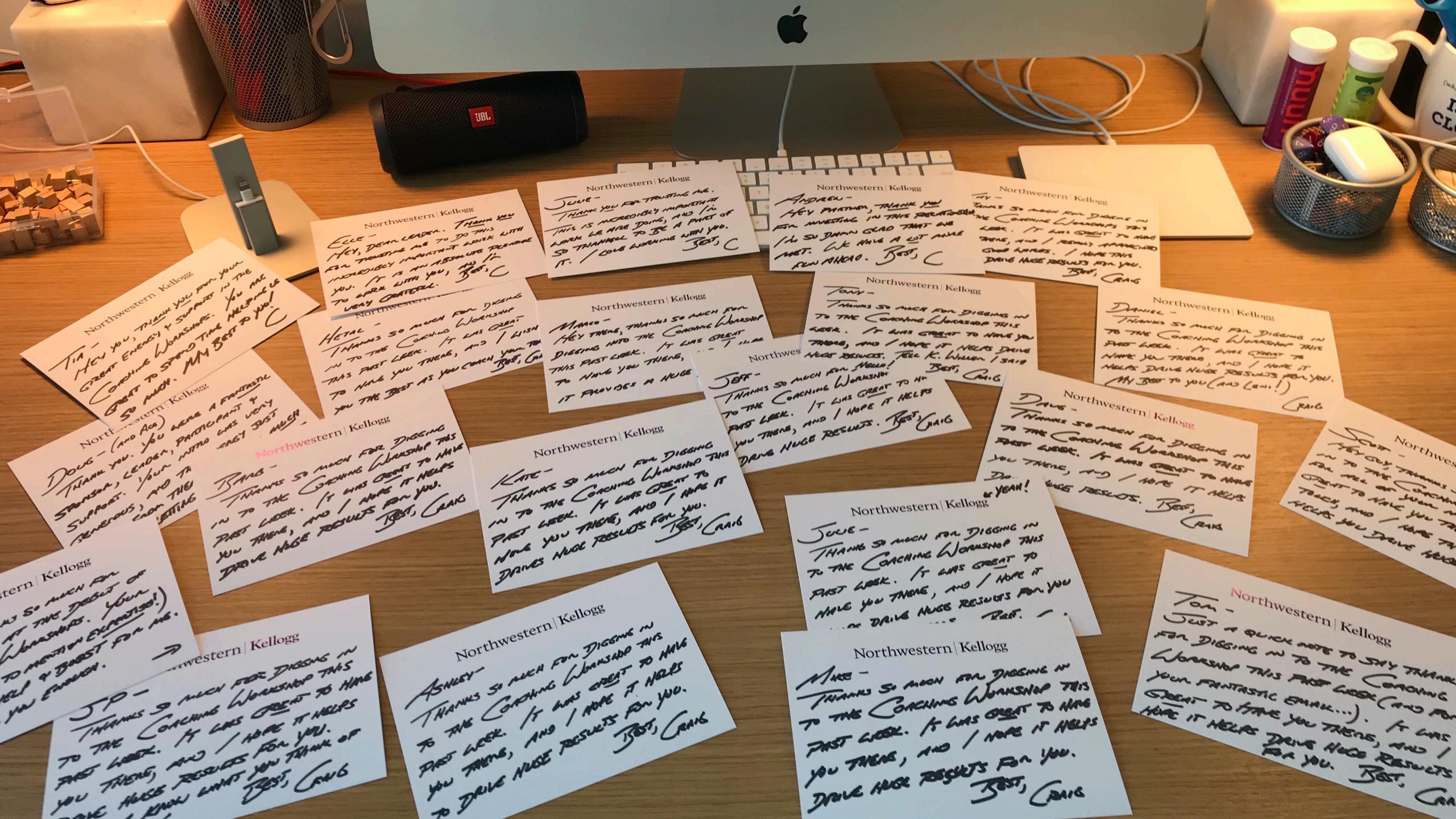
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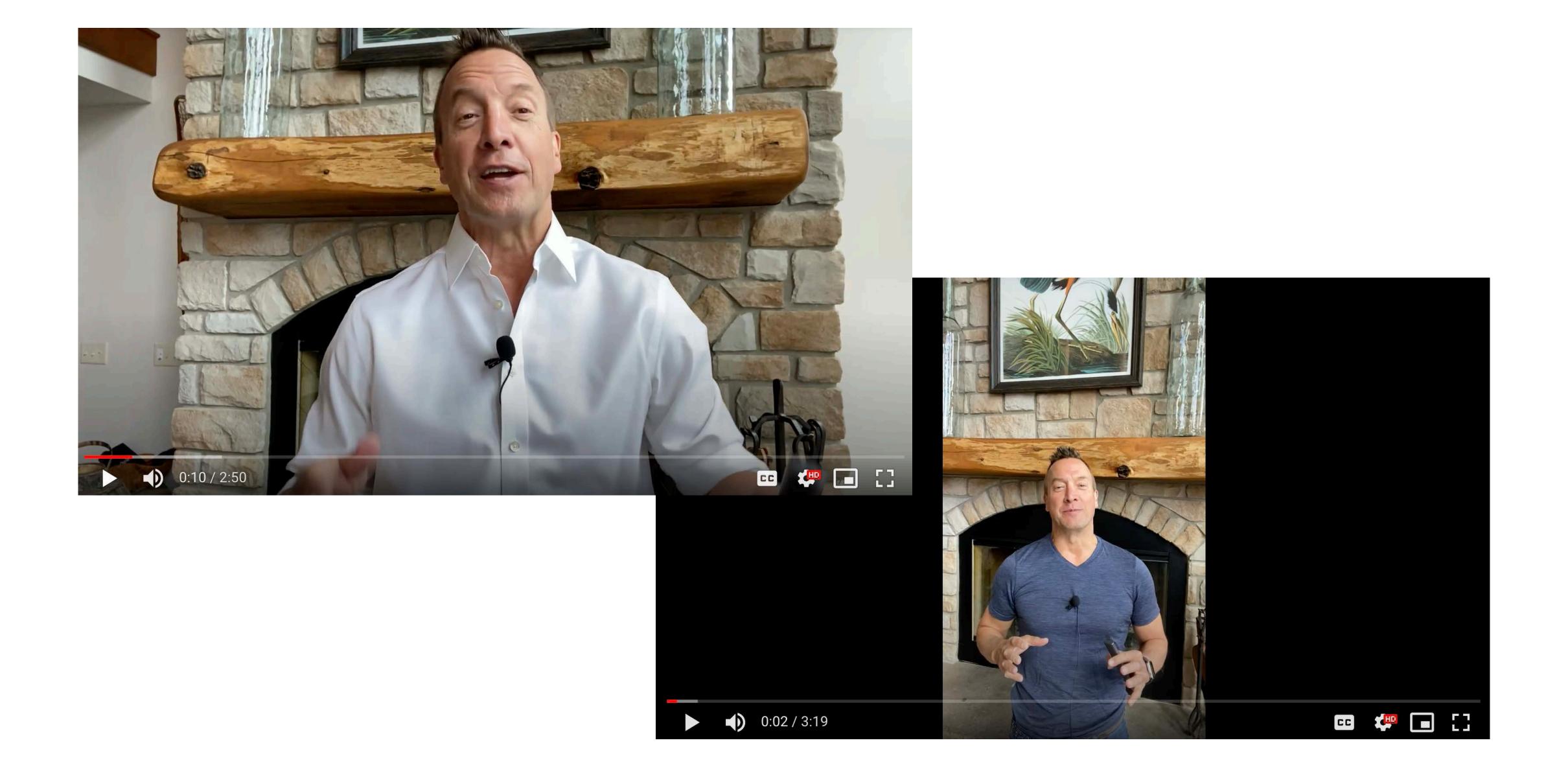
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3. Delivery

Energy & Education

4. Follow Through

Custom & Clear

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