Tips for the Master Plan

Topic
    Should have the 3 E's:
    1) Educational
    2) Entertaining
    2) Enthusiasm

Opening- Tell them what you are going to tell them
    Grabber
    - Fact, story, joke, prop, etc. that catches the audience's attention
    - try to use it as a theme throughout your presentation

    Main Ideas
    - briefly tell them what they can expect to learn

    WIIFM
    - What's In It For Me?
    - Tell me why I should listen

Body- tell them
    Main points
    - major points the speaker wants to cover
    - try to use your grabber when appropriate

    Details
    - these are the facts, figures and other bits of information that support and expand the main point

(You do not have to have exactly 3 main points are details -- more or less are OK -- but three is generally a good number to work with)

    Action/Visual
    - these are they ways you are going to help me understand
    - posters or other visuals, demonstrating a step, showing a sample, etc.

Summary- tell them what you told them
    - Restating the main points to remind the audience what the speaker covered

    CTA
    - Call to Action
    - Now that I know all this stuff, what should I do?

    Grabber

References-

Ask for questions
    - Restate questions for everyone to hear before you answer
    - DON”T GUESS !!!!!
    - If you don't know, offer to find out and get back to them.