

Question 1

What is the outcome or decision you require from this interaction?

Question 2

Who is/are the key decision maker(s) and what are their concerns, motivations, values, and points you may need to be aware of?

Question 3

What facts and information do you think they NEED to know to be able to make a decision? Have you validated this?

Question 4

What is the most important and critical information you need to share?

Question 5

What are the three most compelling reasons they should support your recommendation?

Question 6

What facts, research, evidence do you have to share that supports your recommendation?

Question 7

What other factors do you need to consider? Industry, political, organisational culture, economic, competitive?

Question 8

Who are the stakeholders you should (could) socialise this idea with before the meeting/presentation?

Question 9

Who can you practice with? When will you do this?

Question 10

Will your presentation fit within 10 mins? If not, how will you change things up to re-energise the audience?

Question 11

Can you deliver the presentation without reading from the slides? If not, what do you need to do to get comfortable to not read from the slides

Question 12

What are you most scared of when presenting? How can you overcome your fears?