# Presenter Certification Program: Module 1-Content and Delivery Checklist

**Your Name:** _____

**Date you viewed the Content and Delivery session:** _____

**Event Plan**
Think of a future event (meeting, training class, conference presentation, performance management session, etc.) where you want to be an effective presenter. Identify the event/date: _____

**Audience Activity**
Write down 2 things you'll ask/find out about the audience for this event:

_____

_____

**Content Activity**
Write down 2 pieces of information you'll present to the audience, to address those issues:

_____

_____

**Body/Mind Activity**
Identify four body areas *(Hint: LLLT)* you need to warm up before your presentation:
_____

Identify at least one power pose to practice before your presentation:
_____

Run through these warm-ups and power pose before a speaking event. Identify the event (topic, date):
_____

**Practice Presenting Yourself**
*In 75 words or less,* write down what you'll say if you're suddenly asked to introduce yourself … to a committee you just joined … to your boss's brand-new boss … to a fellow conference attendee:
_____
_____
_____
Deliver your introduction to a friend or co-worker. Identify the person/date: _____

**Assess Yourself**
Identify an event/date at which you spoke (meeting, training class, conference presentation, performance management session, your introduction speech above): _____
Ask someone for a 1-sentence assessment and enter it here: _____
Enter your 1-sentence self-assessment here: _____
Identify something you'll do differently, the next time you speak at a similar event: _____

**I have completed these activities for Presenter Certification.** *checkbox:* ☐

**Email form to Normandy.Roden@cu.edu**