

Presentation Coaching

Coaching Worksheet

Topic	Business, Personal, Family
Purpose	I would like the group's experience with...
Boundaries	I don't want to get into....
Obstacles	Things that get in the way are....
Feelings	sad, mad, excited, ashamed, afraid
Cause for feelings	
Communication Starter	Tell us about a time that you were (<u>insert feeling from above</u>) (<u>take the cause for the feeling and make up the rest of the question</u>)?

Glossary of Terms

Topic	Business, Personal, Family (Identify all that apply)
Purpose	This is the central question that the presenter will present. The process works best when it's focused on only one issue.
Boundaries	Areas that the presenter does not want to discuss either because the presenter has already decided against them or because they can easily take the group on a tangent.
Obstacles	These are things that are outside of the Presenter's control that prevent him/her from achieving the purpose.
Feelings	These are the emotions that this issue evokes for the presenter.
Cause for feelings	What creates these feelings for the presenter?
Communication Starter	The purpose of the communication starter (CS) is to help members connect with the same core emotion that the presenter is feeling. The CS is a question that is answered by the members prior to the presenter beginning his/her presentation.

Coaching Worksheet (Example)

Topic	Business, Family
Purpose	Sam would like the group's experience to help him determine how to deal with two family members in the business who do not get along.
Boundaries	He won't fire his brother-in-law as it would create lots of hard feelings with his wife.
Obstacles	He cannot fire his sister because she owns 51% of the company.
Feelings	Fear
Cause for feelings	The future of the company is at risk because key players are not getting along.
Communication Starter	Tell us about a time that you were afraid for the future of your company because two key players were not getting along?

Sample Questions to help the presenter determine the purpose and focus:

- What is the one thing you'd like to get from the group? (*Hint: it's not advice!*)
- Realizing that this can be a complicated issue, you may want to present on 3 or 4 things. However, this process works really well if we pick only one of them.
- Which piece of this issue is the biggest or the one that keeps you up at night?
- (This has to be a very specific item and it cannot be generic. "Help with my problem," or to "solve my problem," or "to make a tough decision" are all generic and can be applied to almost any presentation).

The Presentation Process

1. **Confidentiality Reminder and Level**
2. **Presenter's Purpose** – The coach writes the following on a flip chart: the purpose of the presentation, boundaries, obstacles, and feelings. (1 minute)
3. **Communication Starter** – Warm up question led by the coach. (30 seconds/person)
4. **Presenter presents** – Presenter describes the situation and is not interrupted. Interruptions break the presenter's train of thought and the emotional unburdening process. (No more than 15 minutes.)

A presentation consists of:

- Background – *Relevant history*
 - Current situation – *Situation which has prompted the presenter to present*
 - Options – *Options presenter has considered*
 - Future Implications – *What are the potential outcomes?*
5. **Q&A** -- The Leader controls the order of member participation by making a list of individuals in the order in which they raise their hands, acknowledging each with a nod at the moment they are added to the list and periodically letting the group know who's on the list. (No more than 15 minutes)

Types of questions:

- Questions to help the member determine which specific experience to share.
 - A thought-provoking question.
6. **Presenter to restate purpose.**
Experiences can be around the core feeling (if required).
 7. **Silence** – This is time for members to think about their experience and write them down. (3 minutes)
 8. **Experience Sharing** – Members with applicable, relevant experience share with the group. (No advice, 3 minutes/person)
 9. **Presenter's Closing Remarks** – The presenter remarks on “How did the experience feel for me as a presenter?” (3 minutes)
 10. **One word close** – Start with the presenter.

Presentation Preparation Worksheets

Presenter Outline

Background	<i>(Relevant history)</i>
Current Situation	<i>(Situation which has prompted you to present)</i>
Options	<i>(Options you've considered)</i>
Future Implications	<i>(What are the potential outcomes?)</i>