
COACHING AND PRESENTATION FORM

Instructions: The coach reviews the questions in the Presentation Setup and Presentation Outline with the presenter. After the coach has helped presenter organize thoughts, the presenter will complete this form and refer to it during the presentation as needed.

Presentation Coaching

Issue What is the issue to be discussed?	
Time <ul style="list-style-type: none">▪ How much time is needed for the presenter to present the issue?▪ 5 - 20 minutes	
Expectations <ul style="list-style-type: none">▪ What are your expectations of the AGroup?▪ I want: input, opinions, ideas, shared experiences, information, caring or just listen.	
Confidentiality <ul style="list-style-type: none">▪ Strict: Only the Presenter can bring up the issue (Attila the Hun)▪ Regular: The issue can be discussed in confidential setting by members.	
Obstacles <ul style="list-style-type: none">▪ What are the obstacles you encounter when addressing this issue?▪ Things that get in the way.	
Feelings List all of your emotions related to this issue. What is your primary feeling...angry, sad, happy, scared, worried, ashamed?	

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Presentation Outline

Background What is the background history related to this issue? who? what? when? where? why? and how?	
Current Situation What is the current situation? What is going on today with the issue?	
Options What options are available to you? Do you have a preference?	
Future Implications What are the future implications as they relate to your various options?	
Call to Action Do you want a call to action? Do you want the AGroup to hold you accountable?	<input type="checkbox"/>

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