



PRESENTATION QUESTIONNAIRE

SSOFA System

What is the Problem you are trying to **SOLVE**? What made you decide to share this topic? Why is this presentation happening? Something has caused this session to be relevant.

What is your **SUBJECT**? Simply put, what do you want to talk about? This is essentially the title of your presentation.

What is the **OVERVIEW** of your presentation? In other words, what is the goal and primary message you are trying to convey? You could consider this your agenda and major talking points. Try and keep you overview/agenda to a minimum.

What do you want your audience to **FEEL**? Feelings are what create action. During and after your training do you want them to feel Happy? Sad? Frustrated? Supported? etc... Why do you want them to feel that way?

What **ACTION(S)** do you want your audience to take? As a result of your presentation is there anything, you'd like them to do or think about when they leave the presentation?
