



SPEAKER INTRODUCTION TEMPLATE

A.C.E. Your Presentation

Current Company (months or years): Self-Explanatory

Current Role: What is the role you have now?

Previous Roles: Share a couple relevant previous jobs/positions you've had in your career.

Credibility Points: These should be focused on business credentials that support you being the expert/ authority on the topic you are presenting.

Personal Information: Pick a couple personal items that you are proud of and that you are willing to have someone share on your behalf. This can help the person introducing you establish your credibility. Answers can be about family, activities you are involved in, accomplishments that you have had and so on... Really, anything that you are proud of.

Coaching: How should you (and your guest speaker) coach your audience to get the most out of the training/session? Take a moment to offer some advice to the audience on how they can pay attention to this session. What do you want them to think about, be aware of, consider and/or look for during this training?
