



Management Presentation Checklist

Steps	Actions
Planning	<ul style="list-style-type: none">▪ Have we anticipated the objection?▪ Does everyone have a part to play?▪ Is the meeting place adequate?
Introduction	<ul style="list-style-type: none">▪ Get their attention.▪ Tell them what you're going to tell them
Problem Statement	<ul style="list-style-type: none">▪ Give a clear, concise definition.▪ Show why it's important▪ Show how it wastes time, raises costs, reduces quality, and so forth.▪ Use evidence and examples
solution	<ul style="list-style-type: none">▪ Give a clear, direct statement of your proposed solution
Benefits	<ul style="list-style-type: none">▪ Show benefits.▪ Show how they outweigh costs.▪ Use evidence and examples
Request Action	<ul style="list-style-type: none">▪ Ask for what you want▪ Summarize and emphasize