TiER1

PERFORMANCE
INSTITUTE

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Presenter's Performance Tool

From **tier1performance.com/presentation-science/**

A TiER1 Performance Institute Workshop

Created under the direction of Will Thalheimer

Your Target Actions (don't try these all at once)	Your Notes (perhaps describe importance, your approach, anything!)	In What Situation Will You Get Started?	Status of Your Efforts (circle if true)
These are intentionally NOT in order within the sections (because these should not be used while presenting)			
ENGAGE			
1. Never read my presentation, not even when practicing.			Started Good Progress Full Success
2. Don't carry notes with me while presenting. Or hide them or make them less salient.			Started Good Progress Full Success
3. Use a microphone when one is available.			Started Good Progress Full Success
4. Use a wireless presenter tool to advance my slides/animations.			Started Good Progress Full Success
5. Modulate my voice.			Started Good Progress Full Success
6. Pause for effect.			Started Good Progress Full Success
7. Protect my voice.			Started Good Progress Full Success
8. Work to strengthen my voice with regular speaking.			Started Good Progress Full Success
9. Speak from a location where it's easy to bond with my audience.			Started Good Progress Full Success
10. Use interactivity and a personal touch during webinars or online speaking.			Started Good Progress Full Success
11. Add my image (video or photo) to my recorded videos.			Started Good Progress Full Success
12. Use conversational language.			Started Good Progress Full Success

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13. Tell relevant stories.			Started Good Progress Full Success
14. Avoid triggering people's issues.			Started Good Progress Full Success
15. Be nice, smile, relate in a personal way.			Started Good Progress Full Success
16. Be credible, impressive.			Started Good Progress Full Success
17. Be humble, authentic.			Started Good Progress Full Success
18. Show passion for my topic.			Started Good Progress Full Success
19. Point to critical elements on my slides as I refer to those elements.			Started Good Progress Full Success
20. Use an interactivity map to prompt myself to have sufficient engaging activities.			Started Good Progress Full Success
21. Add decorative elements to support credibility, but make sure they do not grab too much attention.			Started Good Progress Full Success
22. Use bullet points on less than 5-10% of my slides.			Started Good Progress Full Success
23. Disguise my bullet points as objects.			Started Good Progress Full Success
24. Chunk my bullets into separate categories.			Started Good Progress Full Success
25. Slide my bullets, putting separate concepts on their own slides.			Started Good Progress Full Success

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26.	Assign my bullets to my audience and have them review the bullets on their own.			Started Good Progress Full Success
27.	Maximize my slide geography, while balancing this for aesthetics and credibility.			Started Good Progress Full Success
28.	Limit objects and words on any one slide.			Started Good Progress Full Success
29.	Utilize white space between elements.			Started Good Progress Full Success
30.	Show slide elements one at a time.			Started Good Progress Full Success
31.	Vary approaches, visuals, and interactions to ensure learners don't habituate and continue paying attention.			Started Good Progress Full Success
32.	Work to go beyond entertainment and conveying concepts—to engage in a manner that leads to learning, remembering, and action.			Started Good Progress Full Success
33.	Work not to be fooled by positive audience reactions, by attentiveness, by survey ratings, but to seek meaningful engagement.			Started Good Progress Full Success
34.	Use written exercises where appropriate to focus audience members' attention on important concepts.			Started Good Progress Full Success
35.	Share my authentic self, as appropriate, briefly, almost serendipitously, to build a bond with my audience.			Started Good Progress Full Success
36.	Provide content that surprises in a learning-relevant way—that makes people want to learn more.			Started Good Progress Full Success
37.	Add Your Own			Started Good Progress Full Success
38.	Add Your Own			Started Good Progress Full Success

End of Engage

Your Target Actions (don't try these all at once)		Your Notes (perhaps describe importance, your approach, anything!)	In What Situation Will You Get Started?	Status of Your Efforts (circle if true)
COMPREHEND				
39.	Aim beyond transfer learning to also encourage creative insights.			Started Good Progress Full Success
40.	Ensure that my content is valid and credible.			Started Good Progress Full Success
41.	Avoid confirmatory bias when I build my content. Be skeptical of data, content, quotations; double check my sources.			Started Good Progress Full Success
42.	Avoid trying to teach too much content. Focus instead on high-priority content, supporting this content with activities, interactions, reflection.			Started Good Progress Full Success
43.	Use discussions to support learning, using instructions/prompts to spur useful conversations. Don't assume discussions are always useful.			Started Good Progress Full Success
44.	Do the work necessary to really know my audience.			Started Good Progress Full Success
45.	Avoid "fleas" in presenting data, putting labels near the data, not in a legend away from the data.			Started Good Progress Full Success
46.	Surface my audience members' prior knowledge to support their understanding.			Started Good Progress Full Success
47.	Do the work necessary to determine my audience's most common misconceptions.			Started Good Progress Full Success
48.	Help my audience overcome their biggest misconceptions.			Started Good Progress Full Success
49.	Share both good and bad examples.			Started Good Progress Full Success
50.	For complex procedure, first overview the whole process, then cover the parts, then provide practice on the whole process.			Started Good Progress Full Success

	Your Target Actions (don't try these all at once)	Your Notes (perhaps describe importance, your approach, anything!)	In What Situation Will You Get Started?	Status of Your Efforts (circle if true)
51.	Use worked examples, where appropriate, especially for people new to complex procedures.			Started Good Progress Full Success
52.	Use comparisons to help my audience understand my content.			Started Good Progress Full Success
53.	Let my audience members learn not just from me, but from each other, when appropriate.			Started Good Progress Full Success
54.	Ask periodically, especially after key sections of content, "what questions do you have?"			Started Good Progress Full Success
55.	Before asking for questions, ensure my audience has had time to reflect on the learning.			Started Good Progress Full Success
56.	Do the work necessary to become a better observer of the signals my audience is sending.			Started Good Progress Full Success
57.	Use scenario questions to help gauge my audience's comprehension.			Started Good Progress Full Success
58.	Ask my audience to engage in realistic tasks to help gauge my audience's comprehension.			Started Good Progress Full Success
59.	Ask open-ended questions periodically and focus on the reasoning behind the answers—to encourage deep learning and creativity.			Started Good Progress Full Success
60.	Ask forced choice questions periodically and ask for the reasoning behind the choices people make—to encourage deep learning and creativity.			Started Good Progress Full Success
61.	Share content that is particularly unique, valuable, surprising, and relevant—to encourage deep learning and creativity.			Started Good Progress Full Success
62.	Teach people what they need to know, and generally avoid teaching them things they already know, unless you need to energize them to action.			Started Good Progress Full Success
63.	Utilize the Magic Question to guide your presentation design. "What do learners need to be able to do, and in what situations do they need to do those things?"			Started Good Progress Full Success

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64. Add annotations (like arrows, boxes, and labels) to graphs or other visuals to help your audience members make sense of them.			Started Good Progress Full Success
65. Don't assume that observing your audience tells you everything you need to know about how you're doing. Add methods that Assess. SOAR!			Started Good Progress Full Success
66. Use Scenario Questions to introduce topics (to make content relevant).			Started Good Progress Full Success
67. Use Scenario Questions soon after covering topics (to help audience test and clarify their knowledge).			Started Good Progress Full Success
68. To enable your audience to have creative energy, give breaks, vary activities, include some fun, have them move around, put them in different groups.			Started Good Progress Full Success
69. To enable creative thinking, do odd activities before brainstorming, remind audience of their goals, use diverse groups; share new data, models, research.			Started Good Progress Full Success
70. Ask audience members to be creative, especially in the context of a specific exercise (one where you hope they generate unique, relevant ideas).			Started Good Progress Full Success
71. To enable creative thinking, do odd activities before brainstorming, remind audience of their goals, use diverse groups; share new data, models, research.			Started Good Progress Full Success
72. To enable a creative, open mindset, avoid focusing only on right and wrong. Admit shades of gray. Accept some wild ideas, except if dangerously wrong.			Started Good Progress Full Success
73.	Add Your Own		Started Good Progress Full Success
74.	Add Your Own		Started Good Progress Full Success
75.	Add Your Own		Started Good Progress Full Success

End of Comprehend

Your Target Actions (don't try these all at once)	Your Notes (perhaps describe importance, your approach, anything!)	In What Situation Will You Get Started?	Status of Your Efforts (circle if true)
REMEMBER			
76. Do the work it takes to understand my audience members' future performance situations—and the contextual cues in those situations that will be most salient to them.			Started Good Progress Full Success
77. Prioritize these situations, tasks, and decisions to focus on those that are most important to know, and most difficult to get right.			Started Good Progress Full Success
78. Focus content topics on what to do, not just what to know—always including some focus on the situations where the audience can use the info.			Started Good Progress Full Success
79. Help your audience be able to notice the cues that will be most important for them when they encounter key situations in their future.			Started Good Progress Full Success
80. Provide audience members with hands-on or real-world practice, where appropriate, to give them context-based, realistic practice.			Started Good Progress Full Success
81. Provide audience members with simulations of real-world situations (especially where real situations are difficult or dangerous to provide).			Started Good Progress Full Success
82. Provide audience members with realistic decision-making practice, including scenario questions, case studies, role plays, and similar.			Started Good Progress Full Success
83. When knowledge recall is critical for work performance, give audience members practice in knowledge recall.			Started Good Progress Full Success
84. Utilize a substantial amount of your presentation time engaging your audience members in some form of realistic retrieval practice, say 30% or more!			Started Good Progress Full Success
85. Present key content more than once, utilizing repetitions—not rote repetitions, but varied attention-getting repetitions.			Started Good Progress Full Success
86. Spread repetitions over time, whether through macro, micro, or middle spacings.			Started Good Progress Full Success

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87.	Avoid chapterizing your content, but instead interleave it with repetitions from previous or forthcoming topics.			Started Good Progress Full Success
88.	Go beyond one-event presentations, where appropriate; instead engage your audience members at multiple touch points over time.			Started Good Progress Full Success
89.	Utilize online presentations (or meetings, etc.) and spread these sessions over time, repeating key concepts or providing practice over sessions.			Started Good Progress Full Success
90.	Utilize recorded presentation segments, preferably shorter than 20 minutes, providing them to your audience to repeat concepts/practice over time.			Started Good Progress Full Success
91.	Augment your face-to-face presentations with online learning opportunities spread over time, enabling repetitions of key concepts/practice.			Started Good Progress Full Success
92.	Add Your Own			Started Good Progress Full Success
93.	Add Your Own			Started Good Progress Full Success
94.	Add Your Own			Started Good Progress Full Success
95.	Add Your Own			Started Good Progress Full Success
96.	Add Your Own			Started Good Progress Full Success

End of Remember

ACT				
97.	Ask audience members to target two or three goals for what they want to apply in their work or lives.			Started Good Progress Full Success
98.	Ask them to voice their goals with another person in the presentation, and maybe describe why important or how they will accomplish those goals.			Started Good Progress Full Success
99.	Ask them to put their goals in their calendars or on their to-do lists.			Started Good Progress Full Success
100.	Ask them to share their goals with someone important in their work or lives: their boss, coworker, good friend, spouse, etc.			Started Good Progress Full Success
101.	Ask them to ask the person or persons so designated to monitor their progress toward the goals.			Started Good Progress Full Success
102.	Provide your audience members with a job aid or tool they can access periodically as a guide to action.			Started Good Progress Full Success
103.	Get your audience members to plan for an event or work toward a deadline.			Started Good Progress Full Success
104.	Use triggered action planning in addition to goal setting to support follow-through.			Started Good Progress Full Success
105.	Ask people to read an article or access some web information after your presentation.			Started Good Progress Full Success
106.	Ask your audience members to write down a goal or obligation on a slip of paper and put it where they will find it soon after the presentation.			Started Good Progress Full Success
107.	Ask your audience members to commit to share what they've learned with others.			Started Good Progress Full Success
108.	Ask your audience members to commit to engaging in more learning with you.			Started Good Progress Full Success
109.	Ask your audience members to partner up with another member of the audience, or a small group, and commit to working together toward goals.			Started Good Progress Full Success

110.	Offer your audience members an opportunity to get a series of reminders, challenges, etc. sent to them over the next month or so.			Started Good Progress Full Success
111.	Offer your audience a chance to get on a mailing list directly related to the content and skills of your presentation.			Started Good Progress Full Success
112.	Present online with a tool that enables you and your audience to stay connected and keep learning from each other.			Started Good Progress Full Success
113.	Offer a follow-up learning opportunity.			Started Good Progress Full Success
114.	Assign project work and monitor the progress of those who engage with it.			Started Good Progress Full Success
115.	Teach skills, not just knowledge.			Started Good Progress Full Success
116.	Provide audience members with substantial practice on the skills taught.			Started Good Progress Full Success
117.	Inoculate them against the obstacles they will face by anticipating those obstacles and having your audience wrangle with solutions and workarounds.			Started Good Progress Full Success
118.	Provide support after the presentation.			Started Good Progress Full Success
119.	Add Your Own			Started Good Progress Full Success
120.	Add Your Own			Started Good Progress Full Success

End of Act

PRESENTATION PREPARATION AND IMPROVEMENT

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121.	Practice your presentation as you will actually present it. Break it down in parts if helpful, but ultimately practice the whole thing through many times.			Started Good Progress Full Success
122.	Practice the very beginning of your presentation a zillion times (the first 5-10 minutes or so).			Started Good Progress Full Success
123.	To get better over the long run, give all kinds of presentations to all kinds of audiences.			Started Good Progress Full Success
124.	Practice your presentation soon before you will give it, including the day and night before, the morning of, etc., especially the closing and opening!			Started Good Progress Full Success
125.	Visit your presentation room well before it is time for you to give your presentation. Get comfortable there. Practice there if you can.			Started Good Progress Full Success
126.	Go early to your presentation room to double-check your technology, etc. Same goes for online presentations. Always double-check everything.			Started Good Progress Full Success
127.	Bring a copy of presentation on a thumb drive. Just in case!			Started Good Progress Full Success
128.	Videotape yourself giving presentations, using what you see to work on your areas of weakness.			Started Good Progress Full Success
129.	Periodically get feedback from someone knowledgeable about good presentation design and delivery.			Started Good Progress Full Success
130.	Where appropriate, utilize a good set of survey questions to get feedback about your presentation design and delivery.			Started Good Progress Full Success
131.	Consider using Performance-Focused Learner Surveys as your survey methodology. https://www.worklearning.com/smilesheets/			Started Good Progress Full Success
132.	Consider contacting Will Thalheimer to set up a time to talk about how he can help you further. https://www.worklearning.com/contact/			Started Good Progress Full Success

End of Presentation Preparation and Improvement

ADD YOUR OWN GOALS

133.	Add Your Own			Started Good Progress Full Success
134.	Add Your Own			Started Good Progress Full Success
135.	Add Your Own			Started Good Progress Full Success
136.	Add Your Own			Started Good Progress Full Success
137.	Add Your Own			Started Good Progress Full Success
138.	Add Your Own			Started Good Progress Full Success
139.	Add Your Own			Started Good Progress Full Success
140.	Add Your Own			Started Good Progress Full Success
141.	Add Your Own			Started Good Progress Full Success
142.	Add Your Own			Started Good Progress Full Success

End of the Presenter's Performance Tool