

PLANNING THE POST-IT NOTE (TM) PRESENTATION

Do you have difficulty deciding what information you want to use in a presentation or speech? How you should format it? Which order will you put the information in, and what will you use to ensure the correct time?

Planning presentations and speeches can be effortless and uncomplicated using a method that involves Post-It Notes.

From choosing a topic, creating a powerful opening to developing presentation content, using these simple steps process will make it easy.

You will need:

Plenty of Post-It Notes (TM)

A felt pen

An open wall space (glass doors work well)

Beginning with an open mind you need to brainstorm your topic. Brainstorming is a useful and popular tool that you can use to develop highly creative solutions to a problem. It is particularly helpful when you need to break out of stale, established patterns of thinking, so that you can develop new ways of looking at things. Remember, brainstorming is a lateral thinking process. It asks that people come up with ideas and thoughts that seem at first to be a bit odd.

Anything goes here...no judgments or evaluations. Be outrageous, wild, childlike, have fun. Include fantasy, creativity, quick spontaneity; play on ideas, free linkage, variations on a theme. Go for quantity.

During brainstorming sessions there should therefore be no criticism of ideas: Judgments and analysis at this stage will stunt idea generation.

Steps to Brainstorming:

1. Define the problem as a creative challenge.
2. Give yourselves a time limit. Around 25 minutes is recommended, but experience will show how much time is required.
3. Once the brainstorming starts, participants shout out solutions to the problem while the facilitator writes them down on Post-It (TM) notes.
4. Once your time is up, start chunking ideas.

Now you need to organise the information in major sections. Using the Post-Its (TM), just stick the big chunks somewhere don't worry or spend too much time bothering over where it goes. This is meant to be a quick part of the process. Next, arrange the

other chunks under them. Don't put them in order. Put them in multiple categories if they fit. You may discover you end up with plenty of ideas for future presentations.

Now keeping your outcome in mind, sequence large chunks. Decide what comes first, then what comes next. Ask what must come before what in the sequence. Break big chunks into smaller sequences. When unsure where something goes, put it aside. You will find you are continually moving ideas into different sequences. The advantage of using Post-It Notes (TM) you can continually review and refine.

You now need to make sure that the outcomes are met. Look at the levels of abstraction (chunking) and the sequence of the material. Defining the purpose of your presentation being able to state it in a single sentence will mean it gains more impact. Identify what is the single most important idea you want to communicate in an effective manner.

Now look at the content and determine the flow of the presentation.

Determine how long the outline will take to present by deciding how much content you want to cover. Observe whether you have more material than time. If you have too much information or content, then prioritize and cut or add if short as the case may be. Don't forget to leave room for handling questions, discussions, unusual problems or lack of understanding.

The story boarding method using Post-It Notes, (TM) simplifies the process of keeping the whole presentation in perspective and it will make planning presentations straight forward and uncomplicated.

Janeen Vosper

POWER*talk* Brisbane South