|  |
| --- |
| **ErgoSystems Presentation Instructional Design Worksheet** |
| Please complete the worksheet to structure and plan your presentation. Check the applicable boxes and fill in the blanks to facilitate your presentation's development process. Please refer to the Manual for recommended tools and strategies to maximize the effectiveness of your instructional design. |
| Background Information |
| **Client:** |  |
| **Develop Date:** |  | **Presentation Date:** |  |
| Title |
| **Working Title**:  |  |
| **Final Title**: |  |
| Presentation Type |
|[ ]  **Generic** – Suitable for a broad audience, not customized to the specific audience |
|[ ]  **Custom** – Tailored to the specific audience group |
| Audience Demographics (Specify the characteristics of the target audience) |
| **Occupation(s)**:  |  |
| **Age Range**: |  |
| **Gender Mix:** |  |
| **Physical Activity Level:** |  |
| **Musculoskeletal Issues:** |  |
| **Audience Numbers:** |  |
| **Other:** |  |
| Presentation Format (Select the most suitable format) |
|[ ]  **Live** – Real-time presentation |
|[ ]  **Live with PowerPoint** – Visual support  |
|[ ]  **Self-directed** – For later viewing |
| Key Takeaways (List the core messages or skills the audience should gain) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Mind Map Outline (Visual representation of your presentation's structure) |
|[ ]  YES |  |
|[ ]  NO |  |
|[ ]  Insert Link to Mind Map Outline:  |  |
| Asset Inventory (Identify necessary resources for your presentation) |
| Onsite Resources: | Graphics: | Generic Resources: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Asset Acquisition (Ensure all necessary permissions and assets have been acquired) |
|[ ]  YES |  |
|[ ]  NO |  |
| PowerPoint Outline Completed and imported (Structure your slide deck to align with the flow of your presentation) |
|[ ]  YES |  |
|[ ]  NO |  |
|[ ]  Insert Link to PowerPoint Outline: |  |
| Prepare PowerPoint (Ensure presentation is accessible to a diverse audience) |
|[ ]  YES |  |
|[ ]  NO |  |
|[ ]  Insert Link to PowerPoint: |  |
| Review and Revision (Plan for refinement of your presentation) |
| Main Points for Review: | Main Points for Revision: |
|  |  |
|  |  |
|  |  |
|  |  |
| Practice (Outline your rehearsal plan) |
|  |
| Evaluation and Feedback (Describe how you will measure the impact and gather feedback from attendees) |
|  |
| Additional Notes: |
|  |