

Strategic Delivery Action Plan

- Know your audience
- Be prepared; your material, your synopsis, and your message
- Be prepared; what questions might you get?
- Be on time, and stay within time
- State your message, and purpose (the why)
- Nail your introduction
- Be clear on your content (the what and how)
- Use story telling
- Ask open ended questions, if and as required
- What was discounted (what is in and what is out)
- Be brief and concise
- If you don't know, say you don't know
- Have a parking lot ready to go
- Ask very clearly for what you want

