Organisation Worksheet

Listener Profile

Opening

Purpose

Agenda

- _____

- _____

- _____

- _____

Benefits

Organisation Worksheet

Body

Agenda Topic # 1
Points to Develop:

Agenda Topic # 2
Points to Develop:

Organisation Worksheet

| Body |

Agenda Topic # 3

Points to Develop:

Agenda Topic # 4

Points to Develop:

Organisation Worksheet

Close

Recap of Agenda

Take Away Message

Organisation Worksheet
Visual Layout

Opening

#___   #___   #___

Purpose   **Agenda**   **Benefits**

(Title Slide)

Body

#___   #___   #___

#___   #___   #___

Organisation Worksheet

Visual Layout

Body

#_____   #_____   #_____

#_____   #_____   #_____

Close

#_____   #_____

Recap   Take Away Message