

JEREMY TRIBLETT'S



PRESENTATION DESIGN AUDIT

MAKE YOUR NEXT PRESENTATION YOUR BEST PRESENTATION!

After more than a decade of coaching professional speakers, experienced facilitators and nationally recognized public figures on presentation design, Jeremy Triblett has developed the Presentation Design Audit. Mr. Triblett's Presentation Design Audit process includes observations, data analysis, customized training and individualized coaching to equip presenters with competencies to design presentations their audiences won't stop talking about!

AUDIT PROCESS OVERVIEW



AUDIT: During observations, the auditor will take detailed and objective notes using the Presentation Design Audit Form. The form has 10 topics with 40 components that have between 1 and 6 items. Each item will be ranked either 2, 3 or 4 based on the scoring criteria. Components and items that do not apply will not be ranked to ensure a fair and accurate audit.



REVIEW: The presenter's audit rankings will be entered into the Audit Log, an online data-reporting system used to produce reports & store data over time. Scores can be calculated for individual presenters, co-facilitators and aggregated for training teams as requested.



TRAIN: These interactive trainings are built with evidence-based content and correlate with the audit topics to increase staff competency. They are designed to give presenters practical skills they can implement immediately while speaking, facilitating, training and providing keynote speeches.



COACH: Presenters receive individualized coaching as the last part of the Presentation Design Audit process. Presenters can choose facilitation demonstrations, document reviews, recommendations for curriculum design and more. They can focus on the content they have previously developed or content they will present in the future.



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PRESENTATION DESIGN AUDIT PROCESS

OUTLINE	GOALS	STEPS
PREPARE	Communicate With Key Stakeholders	1. Brief executives, funders and staff on the Presentation Design Audit process and create buy-in amongst key stakeholders.
		2. Identify the content being scored, presenter(s) being observed and set observation dates, times and locations.
		3. Prepare clients, audiences and partners in advance to ensure audit success and minimize barriers.
AUDIT	Coordinate Presentation Audits	1. Identify auditors to conduct between 1 and 3 presentation observations.
		2. Strategically select content to audit (curriculum series, original content, keynote speech, etc.) and presentation format (in person, virtual, blended, pre recorded, etc.)
		3. Determine which audit components to include based on the presentation format.
REVIEW	Conduct Planning with Data Process	1. Enter audit rankings into the Audit Log. Develop reports for individual scores and or aggregate scores for teams.
		2. Facilitate the Audit Data Review meeting.
		3. Identify training content based on lowest audit scores, select training length, time, date and format.
TRAIN	Facilitate Trainings	1. Disseminate pre course work to prepare presenters for training.
		2. Facilitate high quality, engaging training.
COACH	Provide Tailored Coaching	1. Pinpoint coaching strategies for presenters based on their needs and goals.
		2. Plan and conduct group and or individual coaching meetings.
		3. Create presentation improvement goals.
		4. Complete feedback forms and contribute to data reporting.

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PRESENTATION DESIGN AUDIT TOPICS AND COMPONENTS

Jeremy Triblett's Presentation Design Audit is an evidence-based process designed to evaluate the quality of presentations and identify presenter training needs. It consists of a set of topics representing many of the components included in professional presentations.

The audit form measures each item in different ways. Items may measure aspects of the environment, the way the presentation is structured, whether presenters exhibit best practice methods, how frequently the presenter carries out the practice, participant-initiated behaviors that occur informally or spontaneously and those that have been set up intentionally by the presenter(s).

While observing, auditors will:

- ✓ Think about the intent of the item when ranking.
- ✓ Follow through and pay attention to an entire sequence of events.
- ✓ Score based on what was seen that day, even if there were extenuating circumstances present that affected the presentation.
- ✓ If there are two or more presenters, rank on whether any one of the presenters demonstrate a certain practice. Otherwise, the auditors will focus on the primary presenter.

TERMINOLOGY:

FORM: The observation document that has all 10 topics, 40 components their correlating items.

TOPICS: There are ten topics in the presentation design form. Each topic has its own set of components.

COMPONENTS: There are between 3 and 6 components under each topic. The components serve as headers designed to summarize the items within them.

TERMINOLOGY (continued):

ITEMS: There are multiple items under each component. These items are ranked on a scale of 2, 3 or 4.

AUDITOR: The person conducting an observation of the presenter. Auditors are trained to perform observations using the audit tool and enter the rankings into the Audit Log.

ADUIT TOPICS	ADUIT COMPONENTS
Welcome And Introductions	The presenter(s) start with an attention-grabbing modality
	The presenter(s) create A welcome atmosphere
	The presentation materials are ready and plentiful
	Objectives, agenda and learning goals are reviewed and visible
AUDIENCE INTERACTION	Participants have opportunities to collaborate and work cooperatively
	The presentation is structured for participants to build skills
	The presenter(s) asks questions throughout the presentation
	Participants can volunteer and take on roles
EXPERIENTIAL LEARNING	The presenter(s) use learning games to educate and engage
	The presentation includes scenarios
	The presentation includes stories
SAFE ENVIRONMENT	Psychological and emotional safety is promoted
	The presentation environment is safe and free of physical threats
	The presentation accommodates inclusive learning processes for differently abled people.
CONFLICTS AND MISTAKES	The presenter(s) reframe conflicts as learning moments
	The presentation content incite healthy conflicts
	The presenter(s) eliminates barriers to audience participation
	The presenter(s) intervene conflicts
SLIDE DECKS	Slide decks are designed with consistency and are easy to read
	The presenter(s) navigates the slide deck software seamlessly
	The slide deck not become the focal point
	The presentation includes data, tables and references
CREDIBLE SOURCES	The presentation includes definitions and and relevant terms
	The presentation includes primary and secondary sources linked throughout
	Participants share additional information, resources and expert experiences

ADULT TOPICS	ADULT COMPONENTS
MULTIPLE PRESENTERS	Co facilitator(s) balance their roles and tasks
	The presentation includes panelists
	The presentation includes moderators and hosts
	The presentation includes guest presenters
EVALUATIONS AND TESTING	The presentation includes pre and or post tests
	The presenter(s) provide clear instructions before administering tests
	Pre and post test data is analyzed and disseminated
	Evaluations are provided for each participant
	Evaluation structure and content are tailored to the presentation
	Evaluation format is appropriate for the presentation and participants
PRESENTATION CLOSING	The presenter(s) concludes the presentation with intention
	The presenters announces products, services and discounts
	Participants are prepared for the end of the presentation
	The presenter(s) facilitate question and answer sessions

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PRESENTATION DESIGN AUDIT PROCESS COSTS

I do my best to deliver high-quality trainings that are affordable and accessible to groups large and small. In order to balance my desire to make this training accessible to as many groups as possible while also ensuring I can earn a living doing this important work, I use a pay scale based on size, income and number of employees.

- ✓ Discounts are provided for Black and brown led agencies, non-profits and educators.
- ✓ The average Presentation Design Audit timeframe is 4 months and the average time required of presenters is 15 hours. Organizational staff commitments fluctuate based on tasks, team sizes and project scope.

Small Businesses/ Individuals

< \$100,000 annual income,
> 50 employees

Midsize Businesses

\$100,000 – \$500,000 annual
income, 51 - 1000 employees

Large Businesses

>\$500,000 annual income,
>1000 employees

 PREPARATION	\$50.00 Per Hour	\$100.00 Per Hour	\$150.00 Per Hour
 AUDITS UP TO 3 Hours Per Person	\$50.00 Per Hour	\$100.00 Per Hour	\$150.00 Per Hour
 DATA REPORTING	\$100.00 Per Report	\$150.00 Per Report	\$200.00 Per Report
 TRAINING 2 Hour Trainings	\$750.00 Per Training	\$1,500.00 Per Training	\$3,500.00 Per Training
 COACHING 1 Hour Per Person	\$75.00 Per Person	\$150.00 Per Person	\$300.00 Per Person

