

Presentation Worksheet

Step 1: Complete the top half of the P/S/A worksheet on the reverse side.
(Goal/Objective/ ultimate decision maker)

Step 2: List the benefits of your solution and/or continuing problems if solution not implemented.



Step 3: Complete the Problem/Solution/Action portions on the reverse side, remembering your particular audience (City Councilmember) and how your message will be delivered (a group presentation at a community forum)

Step 4: Determine what additional materials you might want to provide the Councilmember

Step 5: Determine who will make what part of the presentation:

Introduction: _____

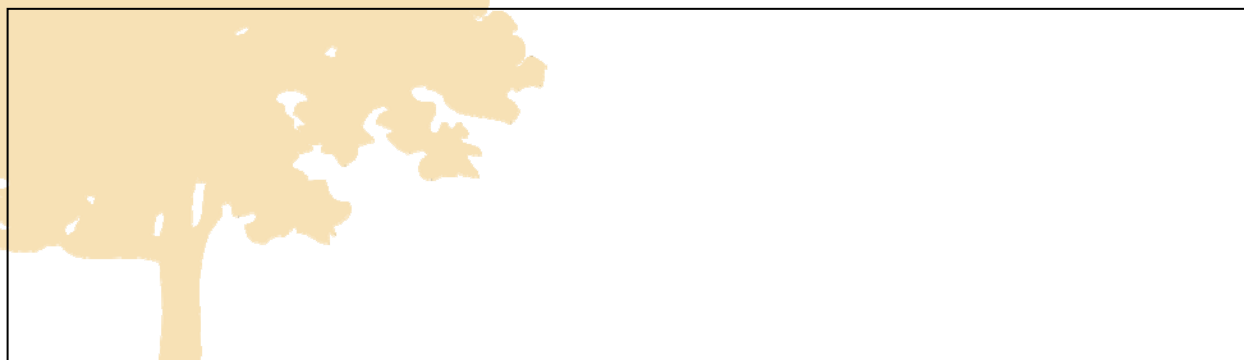
Problem: _____

Solution: _____

Action: _____

Conclusion/Thank you: _____

Step 6. Develop the Introduction: Welcome City Councilmember, introduce yourself and the other presenters. Refer to standard introduction posted on the wall.



Crafting the Message – Problem/Solution/Action

Goal: _____

Objective: _____

Ultimate Decision Maker: _____

Problem: Clearly state the problem in terms that the audience will understand and care for.

Personal Story: How an individual participant has experienced the problem.

Solution: Present EHC's solution in terms that address the audience's core concerns and values.

Personal Story: How individual participants helped solve problem.

Action: Present the action you want the audience to take. Show how the action will be meaningful. Provide solutions to overcoming barriers.

Personal Story: How solution will benefit community/individual