

Pretraining Bid-Presentation Needs-Assessment

I. Place a check beside the statements most important to you.

- ___ 1. I want to feel more comfortable speaking to groups.
- ___ 2. I want to engage listeners more.
- ___ 3. I want to organize my thoughts better under pressure.
- ___ 4. I want to be more persuasive.
- ___ 5. I want to speak with more impact.
- ___ 6. I want to improve impromptu speaking skills.
- ___ 7. I want to learn how to hold attention and have others want to listen.
- ___ 8. I want to communicate in a more open, confident manner.
- ___ 9. I want to be more concise.
- ___ 10. I want to move with purpose instead of nervousness.
- ___ 11. I want my face to be more expressive and relaxed.
- ___ 12. I want to project more energy, enthusiasm, and interest.
- ___ 13. I want to handle segways/transitions more effectively.
- ___ 14. I want to know what to do with my hands.
- ___ 15. I want us to look and act more like an experienced "team".
- ___ 16. I want stronger evidence that proves our superior advantages.
- ___ 17. I want to deal with Q & A better.
- ___ 18. I want to edit my content better for ___ length ___ structure ___ clarity.
- ___ 19. I want stronger ___ openers ___ closes.
- ___ 20. I want our whole team to have more enthusiasm.
- ___ 21. I want to learn to use analogies.
- ___ 22. I want to tell better stories that make a point.
- ___ 23. I want to loosen up and use more humor.
- ___ 24. I want to avoid sounding monotone.
- ___ 25. I want to remove useless words like "uh" from my talks.
- ___ 26. I want to learn how to better prepare notes and use them effectively.
- ___ 27. I want to learn how to remember my points.
- ___ 28. I want to learn how to get more agreement as my presentation progresses.
- ___ 29. I want to make better eye contact.
- ___ 30. Other _____

II. From the items checked which three are most important to you at this time?

___ Why? _____

___ Why? _____

___ Why? _____

III. For me, one of the most challenging aspects of presenting is:

