

## 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 to 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 to 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 keep 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:

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\_\_\_\_\_