



Presentation Template for HR Training

Tell a Story

Stories make presenters more relatable, trustworthy and interesting. By including one in your training, you will establish a connection with the audience and leave a memorable impression. In this exercise, you will develop a structure for how you can include a story in your presentation.

Presentation Topic: _____

List three purposes this topic will serve.

1. _____
2. _____
3. _____

What are the 3 main takeaways you want your audience to remember?

1. _____
2. _____
3. _____

How could you use the power of storytelling to relate your presentation topic to your audience? List out potential story ideas that you use.

Simplify Your Message

To avoid overstaying your welcome with the audience, keep your training brief and on topic. This help avoid any confusion with the presentation's main goals.

What is the most complex idea in your presentation? How can you simplify it?

Now, write out the complex idea in three sentences or less.

1. _____
2. _____
3. _____

How can you include a story to explain this complex idea?

Consider Your Design

A compelling presentation design will keep your audience interested and help enforce the key takeaways from the training with visual cues.

List out ideas for how to incorporate photography or imagery instead of text:

What opportunities for animation, illustration, and iconography incorporation exist with your content?

ANIMATION

ILLUSTRATION

ICONOGRAPHY

Engage Your Audience

Keep your audience engaged with the training by including worksheets, activities and discussion topics. Finish your training with an inspiring message that gets your audience to act.

What do you want your audience to do after the presentation?

Create a call to action: _____

Brainstorm ideas for discussions that can be held at each 10 minute mark in your presentation.

How could you engage your audience through activities?

Formulate 3 different interactive elements (i.e. polls, Q&A, hands-on exercises, etc.) you could insert into your presentation.

1. _____

2. _____

3. _____
