

Worksheet A.1b. Audience Personality Implications

Presentation Implications

- Provide all or part of presentation in advance
- Plan for lots of discussion and Q&A
- Make sure to include all relevant facts and details in presentation or appendix
- Provide overview up-front
- Identify principles, costs, and benefits
- State implications for each person or group of stakeholders involved
- Present conclusions up-front
- List all alternatives considered