

POWERPOINT® PRESENTATION LEADER'S GUIDE PREVIEW

(Full leader's guide includes 40 pages)

Leader's Guide includes...

- Tips for **preparing** for and **announcing** the presentation
- **Presenter notes** (scripting/wording) for each slide & tips on how to use them
- **Discussion questions** and prompts for use after your presentation
- Ideas for using Lead Simply gear to **support the message**
- Thoughts on **reminding and encouraging** after your presentation
- A complete **observation and review** framework

SAMPLE: Presenter notes (scripting) for slides...

Slide 5

SLIDE INTENT: Information sharing

Opening statement: What do you think our best path is to creating and cultivating a special team of people that does important and meaningful work and wants to make things better ... continually?

Say: I came across this book called "Lead Simply" by Sam Parker. It's a quick 20-minute read and its primary message is what we'll be focusing on today. <PAUSE> I think it helps us answer this question well.

Presenter Note: If you've shared material from any of Sam's other books or booklets, when you reference him as the author you could say, "You might remember Sam's [INSERT TITLE] message that we talked about last [INSERT TIME PERIOD]."

Transition: It begins with a simple framework.

GO TO THE NEXT SLIDE

Pages 8-29 include the presenter notes for each of the slides in the PowerPoint®

Slide 16

SLIDE INTENT: Discussion

Opening statement: How will each of us begin to apply the Lead Simply framework now ... in the next few days ... and in the next few months?

Ask: What will you commit to doing? <PAUSE> Who can share some specific actions they intend to take?

Presenter Note: You should have examples ready that will help get the conversation started, if necessary.

Allow 5 - 10 seconds for participants to respond. It's okay to have a few seconds of silence before getting answers. If you need to use one of your examples to encourage participation, be careful to use only one. The goal here is to get the group involved (Lead Simply).

Example: I'm going to set up lunch meetings with everyone on my team to get to know them better starting tomorrow.

Example: I'm going to involve everyone on the team in the development of the next quarterly performance report.

Remember to smile and have a pleasant, encouraging appearance while people contribute. Validate their responses.

Example: Yes, I like that one Bob.

Example: Thanks for bringing that up, Nancy! Such a great idea!

Transition: Thanks for all your great thoughts and comments today. Now...

Presenter Note: If you're limited on time and/or would prefer no further discussion, this could be an ending point. If so, you could replace that last "Transition" with, "Thanks for all your great ideas and comments today. Let's go to work and make some good things happen."

If you plan to use the Observation & Review section in the back of the Leader's Guide, you could also say, "I'll be giving you a one page document with some simple ideas to evaluate yourself and some ideas of things to look for in your departments and with your team. It's a simple way to see if we are really taking Lead Simply to our teams."

GO TO THE NEXT SLIDE

SAMPLE: Discussion tips and questions...

Tips for discussion questions

1. Please don't use every question. They're provided to give you different ways and thoughts to approaching the material depending on your group and objectives.
2. Be enthusiastic and encouraging (smiling, nodding, affirming).
3. Remember to involve as many people as possible in the discussion.
4. Avoid interrupting or finishing people's answers for them.
5. Where possible or where you feel someone may have something more valuable to add, encourage them with a "How do you mean, Bob?" or "Can you expand on that, Nancy?" or "Sounds like you have more there, Bob. What happened next?" Of course, you'll want to use a different name if they're not Bob or Nancy.

Pages 30-33 include...

- Discussion tips
- Discussion questions and prompts (22 total)

Pages 34-40 cover...

- Ideas for support material
- Thoughts on reminding and encouraging
- Plus a complete observation and review framework to evaluate how well the message is sticking

Discussion questions

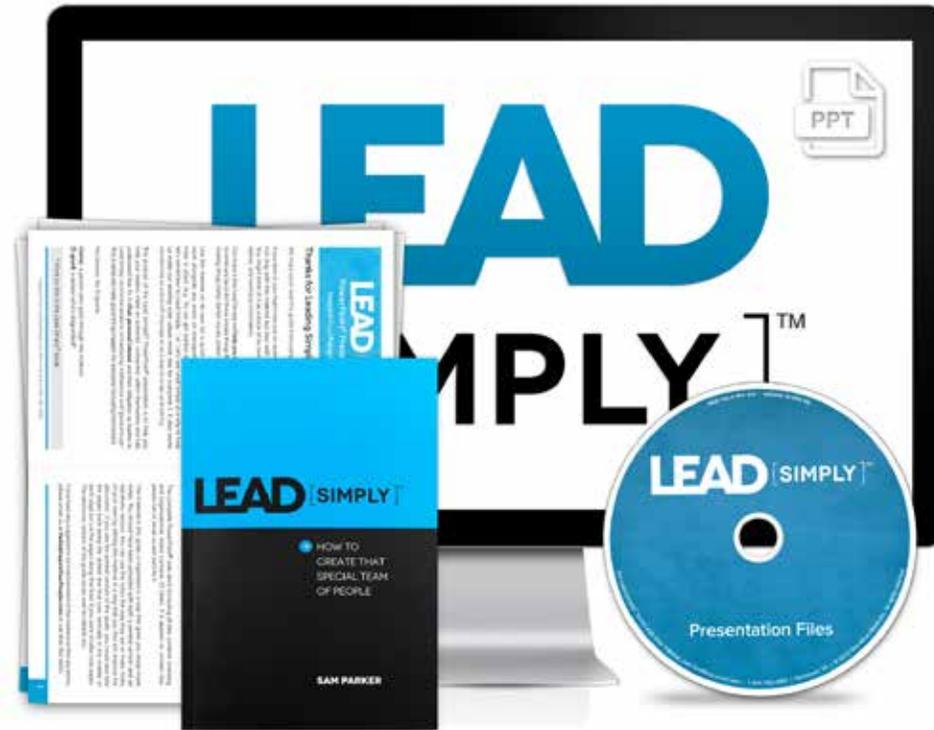
You can use these questions at the end of the presentation (you'll be prompted in the Presenter Notes to do this) or perhaps in follow-up discussions in the future.

On the message overall...

- Who would like to share their thoughts on the Lead Simply {{message, presentation, philosophy, concept, principles, framework}}?
- Who can share what most connected with them from the Lead Simply {{idea, message, philosophy, framework}}? Why?
- Who can sum up for us what the Lead Simply message is really about?
- How do you see the Lead Simply {{idea, concept, philosophy, framework}} fitting in here with our {{NAME project, initiative, goal, mission}}?
- Do you think the people {{we, you}} lead would describe {{us, you}} as Leading Simply? Why? Why not? What could we do to support that? What could we do to improve that?

Thanks for previewing the Lead Simply PowerPoint® Leader's Guide

(If you have any questions, please call us at 804-762-4500)



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