

Power Briefing Preview Worksheet

Developed by John Turcotte
Commercial Use or Sale Prohibited
2008

1. Frame the presentation

- a. Write a brief greeting for the panel that you are briefing, e.g. *Good morning, Mr. Chairman and members:*

- b. State your name, position, and organization, e.g. *I am William Jones, a Senior Program Evaluator with the Program Evaluation Division*

- c. State the duration of your presentation, e.g. *My presentation will take about twenty minutes.*

- d. State when you will field questions in accordance with what is agreed to by the Chair of the committee, e.g. *I will need additional time to answer your questions and as the chairman has directed, I will be taking your questions at the conclusion of my remarks.*

- e. Describe any handouts and show them to the group, e.g. *You have before you a copy of my slides, a summary of our report, and some supporting documents.*

- f. Write a bridging phrase for transition to your message, e.g. *Mr. Chairman and members; the most important consideration is...*

2. State the message of the presentation, e.g. types of messages:

- Assertion. *There are major problems with the system for determining eligibility for Medicaid benefits.*
- Closure. *We have completed a draft bill that addresses the sixteen issues contained in your committee's interim report to the legislature.*
- Cost. *The proposal will save \$1.5 million in state general funds.*

Power Briefing Preview Worksheet

Developed by John Turcotte
Commercial Use or Sale Prohibited
2008

3. Write a bridging phrase to summary points, e.g. *Mr. Chairman and members, there are three key factors to consider...*

4. Briefly state each supporting point, e.g.

- *First, the Medicaid eligibility form is obsolete and confusing;*
- *Second, trainers are not using current information when training eligibility workers; and*
- *Third, the Medicaid Administration has not conducted a process map to guide necessary streamlining.*

5. Write a bridging phrase to the full presentation, e.g. Mr.

Chairman and members, the remainder of my presentation provides more detail about our findings and recommendations. Our first finding is...