	Preparation: audience and content	Preparation: shape	Actual presentation	Evaluation
F1 Principles of Effective Presentations	██			
F2 Preparation	██	██		
F3 Presentation Formats	██	██		
F4 Presentation Design	██	██		
F5 Design Slides		██	██	
F6 Last-Minute Presentation Checklist		██	██	
F7 Effective Use of Practical Tools		██	██	
F8 A Balanced Approach to Questioning			██	██
F9 Body Language			██	██
F10 Dealing with Disasters			██	██