



## POWERPOINT® PRESENTATION PREVIEW

(Full presentation includes 19 content slides)

**Each slide includes presentation notes scripted with...**

- An **opening statement**
- Prompts for what to **SAY** or **ASK** on each slide
- **Examples** to use during a discussion
- **Notes** to the Presenter
- A **transition statement** to move to the next slide

Plus, a template slide so you can create additional custom slides.



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detail

## Presenter notes for “Special team of people” - Slide #5

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**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**



## Presenter notes for “What will you do?” - Slide #16

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**SLIDE INTENT:** Discussion slide

**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...

**NOTES CONTINUE IN THE FULL VERSION OF THE GUIDE**



## Presenter notes for “1-second opportunities” - Slide #23

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**OPTIONAL SLIDE INTENT:** Information and discussion – 1-second opportunities

**Presenter Note:** You can fit this slide in wherever you feel it’s appropriate. One good spot might be just after you go over the behaviors you and your team commit to modeling.

**Opening statement:** Here’s something from the Lead Simply book I’d like to be sure we touch on ... 1-second opportunities.

**Say:** How many 1-second opportunities do each of us have every single day?

**Say:** 1-second where we choose to model the right behavior ... or not. 1-second opportunities where we can change everything with a simple look or a little more patience or a little more encouragement. 1-second opportunities where choose to make a personal connection or involve or include someone.

**Ask:** What are some examples of 1-second opportunities each of us has each day?

**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 know I could be better about asking people about their {[weekend, week, work, evening, vacation]} when I see them around the office.*

*Example: I know I could smile more and be more approachable.*

*Example: I know I could ask people how they might solve something instead of telling them how to solve it.*

**Transition:** All good points. Let’s get back into the Lead Simply framework.

**GO TO THE NEXT SLIDE**

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Lead Simply PowerPoint® Presentation**  
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