

## **PRESENTATION OUTLINE**

**Presentation Outlines** are read by the SHC Education Advisory Board as part of the proposal evaluation process. They should demonstrate that you have a clear scope of instruction, with a cohesive plan that is presented in a logical order. Limit to one page in length.

### **Outline Example:**

#### **Hiring for Talent Skills in the Multifamily Industry**

##### **I. Frame Up** (10 minutes)

- Introductions of Panelists
- Current Overview of Industry Practices
  - Analysis of the disconnect between employers and employees
  - Current methods of finding good talent

##### **II. Looking Outside the Industry for Answers** (10 minutes)

- What strategies do outside industries and Fortune 500 companies use to attract, recruit, and develop key personnel
- Compare best practices of these industries to clarify and improve team performance
- How to analyze your company and employees using clearly defined skill sets
  - Developing life long career plans for your employees

##### **III. Financial Repercussions of Decisions** (10 minutes)

- Understanding the economic impact of employing the right people
  - The financial cost of hiring the wrong people
  - How that affects the reputation of the organization
- Using “behavioral interviewing questions”
- Teaching employees how to be valuable and “indispensable”

##### **IV. Case Studies: Examples and Outcomes** (10 minutes)

- Three case studies presented
- Real time data from field surveys showing the hiring process from inception
  - Charts, graphs, sample forms, budgets, timeframes, etc.

##### **V. Final Wrap Up and Take Away Points** (10 minutes)

- “Take aways” highlighting key areas of the previous segments
- Discussion of relevant resource materials for subject topic
  - Books, web sites, white papers, etc.
  - NAA resources for pertinent webinars and educational opportunities, especially related to the subject matter

##### **VI. Audience Participation** (10 minutes)

- “Q & A”
- Thank you and follow up material locations