

## **PRESENTATION OUTLINE**

**Presentation Outlines** are read by the 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. Indicate the approximate amount of time you will spend covering each of your outlined sections. Time total for all sections should equal 60 minutes. Limit your outline 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