

Persuade Me!

Integrating a Presentation with Talking Points into a Business Meeting

Cynthia M. Hofacker
University of Wisconsin-Eau Claire, USA

Assignment Schedule

In-Class Student Meetings/Presentations

- *Orientation Meeting* (15 minutes): Determine committee roles, decide selection criteria, and brainstorm projects
- *Progress Meeting* (20 minutes): Provide update on individual progress, establish selection procedures, and prepare selection meeting agenda
- *Selection Meeting* (50 minutes): Complete standard meeting functions, present funding proposals, compare/contrast proposals, select projects, and establish action statements

Out-of-Class Student Research/Readings/Practice (100-150 minutes)

In-Class Instruction

- *Planning and Delivering Persuasive Presentations* (50 minutes)
- *Planning, Conducting, and Participating in Business Meetings* (50 minutes)
Materials, Equipment, Special Considerations
- Conference table seating for 6 to 8 committee members
- Audience seating - *optional*
- White board, easel, or projection screen – *optional*
- Video recording equipment - *optional*