Structure of presentations - proposal

- Introduction
  - Definition of terms
  - Terminology

- Current status - description
  - SWOT analysis of the current situation - strengths, weaknesses, opportunities, threats
  - Strenghts - what we do well, how we differentiate ourselves, internal resources, benefits
  - Weaknesses - what we lack, what others do better, constraints, uncertainties
  - Opportunities - where we fall short, competition, image of the organization
  - Threats - key competitors, changing environment, lack of positive publicity, changing customer needs

- Suggestions for improvement
  - Personnel
  - Material
  - financial
  - organisational/managerial

- Recommendations
  - Recommendations to staff and providers
  - Recommendations to governance structures

- Conclusion

Remark

Use SWOT to help if needed

The design is for guidance only. Each presenter is free to choose his/her own presentation structure.