**Creating a Good Introduction**

**There are four major parts of a good introduction:**

1. Greet your audience, welcome them
2. Capture the attention of your audience
3. Establish your credibility
4. Preview your talk/presentation

Greet your audience.

As with any conversation or interaction, a greeting is expected. This breaks the ice and establishes rapport with your audience.

Make sure that your greeting is not overly casual. It’s better to choose a conventional greeting.

Capture the attention of your audience.

Create an intriguing opening. You could do this with a relative quotation, a compelling statistic, or a short narrative.

Establish your credibility.

Don’t be afraid to establish yourself as someone experienced in your subject matter, just don’t overdo it. Your audience wants to know that they are listening to someone that has expertise on the subject being presented.

Preview the session’s content.

Preview the workshop’s format, logic and sequence. State the goals and objectives of the session.

**Introduction Activity**

Think of an actual training session that you’ll be delivering soon or one that you have done in the past.

Session Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Take 5-7 minutes to develop an introduction for the session you’ve identified and jot it down on your note paper. You don’t have to write it down word-for-word unless you want to. You could also make notes to yourself using the 4X6 note cards on the table.

When everyone is finished, deliver your introduction to the group. The group will take a few minutes with each introduction to provide feedback to the presenter.