



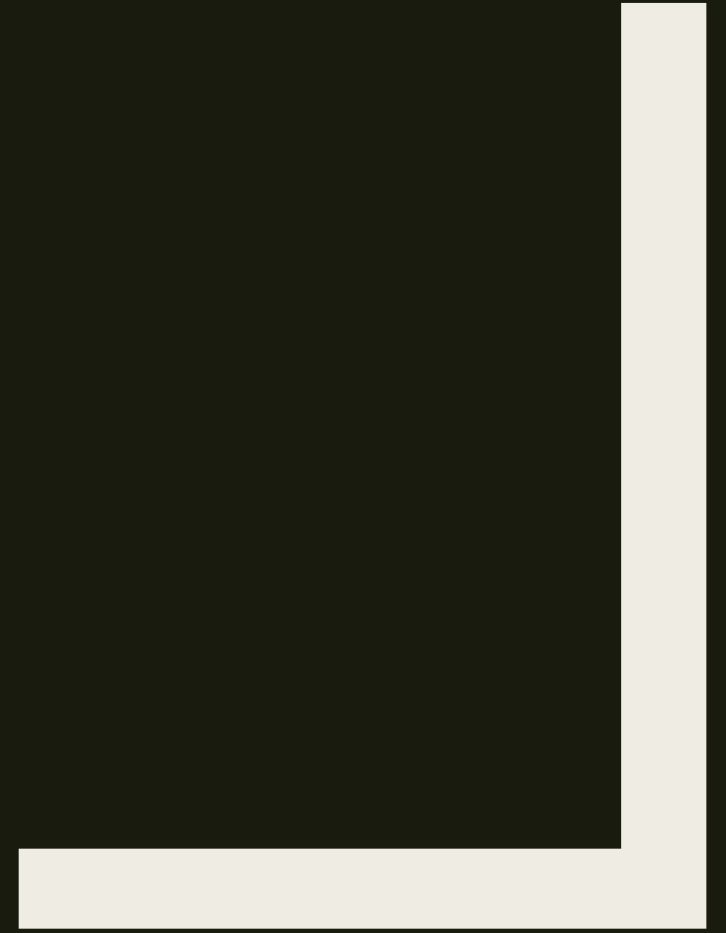
PRESENTATION SKILLS

YOU MIGHT NOT BE AS GOOD AS YOU THINK YOU ARE

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- No disclosures



Goals

- The audience will learn
 - *Key elements of effective presentations*
 - *Presentation visuals*

KEY ELEMENTS OF EFFECTIVE PRESENTATIONS



Key Elements

- Know your audience
- Catch 'em early
- Preparation
- Deliver with confidence and enthusiasm
- Control your environment

Know Your Audience

- We are often topic driven instead of audience driven
- Audience is step one
 - *Who, what do they really need to know, what might they already know that you don't have to repeat*
 - *Consider sending an outline*
 - *Consider greeting them at the door*

Catch 'em Early

- You have 30-60 seconds
- Hook them with a story, shocking statistic, question, etc
- Transition them to the topic
- Introduce yourself
- Tell them why what you will say will be important

Preparation

- 5-7 key points
 - *Sandwich the points*
 - Tell them up front
 - Give them the details
 - Tell them again
- Rehearse, rehearse, rehearse
 - *Good presenters aren't born, they practice*
 - *Allows audience time and not reading time*

Preparation

- Arrive early
- Make sure all equipment works
- Make sure your presentation/links work
- Bring a paper copy of your presentation..just in case

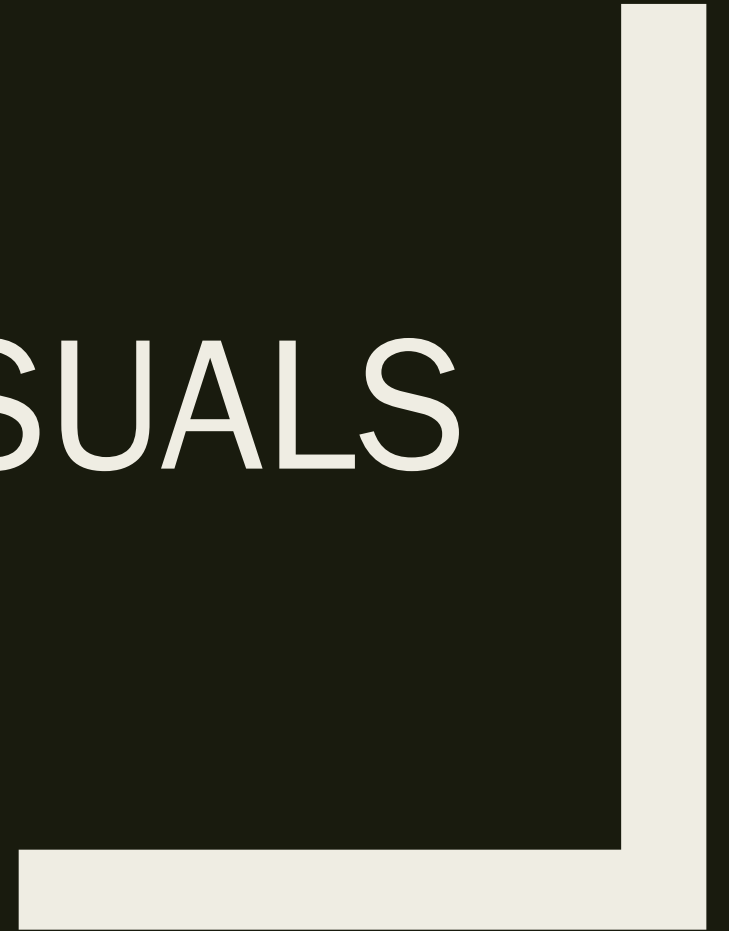
Delivery: Confidence and Enthusiasm

- Stand tall, head up, chest up
- Good eye contact 30 seconds with participants
 - *Make the audience your allies*
- Turn nervousness into enthusiasm

Control Your Environment

- Arrive early
- Greet the audience
- If available, practice/rehearse in the presentation room
- Set up/test your own equipment
- Make sure your rehearsal stays within allotted presentation length

PRESENTATION VISUALS



Slides

- Dark room-dark background with white/light letters
- Light room-light background with black letters
- Minimal data/graphs per slide
 - *A few bullet points per slide*
 - *A few words on each bullet poing*
- Keep it simple

Conclusion

- Know your audience
- Catch 'em quick/put time into planning your intro
- Prepare
- Keep slides simple
- Be enthusiastic and confident

References

- Mindtools MindTools.com
- Lighthouse Communications “How to Start Your Presentation: 4 Step Formula for a Killer Intro”

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ONE MINUTE
PRECEPTING
TECHNIQUES

One Minute Preceptor: Microskills of Clinical Teaching

- Get a commitment
- Probe for supporting evidence
- Teach general rules
- Reinforce what was right
- Correct mistakes

Get a Commitment

- What do you think is going on?
 - *It is NOT probing for more data (did you ask ____, did you think about ____)*

Probe for Supporting Evidence

- Why do you think this? What led to your conclusion? What else did you consider?

Teach General Rules

Reinforce What Was Right

- Tell them what they did right and the effect it had
 - *Specific not general (good job!)*

Correct Mistakes

- Tell them what they did right
- Tell them what they did not do right
- Tell them how to improve for the next time
 - *Right time and place, let learner input to improvements first*

One Minute Preceptor: Microskills of Clinical Teaching

- Get a commitment
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References

- Alliance for Academic Internal Medicine Richard Sarkin MD “The One Minute Preceptor”