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| Preparing and delivering a Presentation |
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# Prior to the Presentation

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| * Identify your audience and list what they will find interesting/of relevance in your topic.
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| * Develop an aim and objectives for the presentation related to the needs of the target audience (note this may be different to what you might want to present!)
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| * Research your area and gather information, ensure you keep a list of all references that you use.
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| * Start to group your information in themes and start to assemble the themes on a PowerPoint slide show.
* Identify key words that you will use throughout the presentation to facilitate impact and memory.
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| * Use the notes section to write comments and identify how you will verbally illustrate your slides such as anecdotes and personal experience.
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# Constructing slides

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| * “The best speakers grip an audience by telling a story and showing some slides to support that” Meinald Thielsch (2015). You may choose not to use slides at all and instead use other forms of media; visual aspects or props.
* Develop the themed slides by assessing each slide, ask yourself is it descriptive or is it analytical? For each slide ask yourself is it necessary to include? If you are describing something does your audience already know this information, is the slide is adding knowledge and understanding? I find the presentations which tell me information I already know the least interesting.
* If you are presenting research information you can describe the process including method, results, discussion and conclusions but it is often more interesting to discuss the main findings and relate it to your clinical experience.
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| * Make your slides interesting often slides shown in a diagrammatic format, chart or table are more interesting and can simplify information.
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| * If using pictures ensure they are of good quality, relevant to the presentation and that you have permission to use them and are not breaching copyright.
* If you are using web links and video ensure they work in different environments. It is important to note NHS computers often do not allow unknown external devices such as hard drives and there can be formatting errors when switched between devices. They can make or break a presentation if technical faults occur.
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| * Order and reorder the slides so that a logical flow is established.
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| * Ensure all references are correct.
* Use no more than 10 slides per 20mins, don’t prepare too much information.
* Use a minimum font size minimum of 24 (suggested Verdana) with approximately 40 words per slide. Don’t pick a PowerPoint design that is busy, plain white is better with contrasting text. Try not to use lots of colour. As a member you could use a logo (POGP as above) to give a more corporate branding image.
* Bullet main points but with discretion.
* The use of quotes maybe beneficial to illustrate key points.
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# Prior to the Presentation

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| * Print off your slides and notes pages. Read and re-read imagine yourself presenting.
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| * Think about how you will introduce yourself and the first two slides. If you feel comfortable in the first minutes it will help you relax into the presentation.
* Tell your audience what you are going to tell them
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| * It may be helpful to write a sentence to introduce each slide such as “In this slide I’m going to review……………..”, “This slide is important because………”
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| * Practice your presentation to a colleague or video yourself. Time yourself to ensure you are keeping to time. There is nothing more frustrating to someone reading slides quickly or having to miss slides out.
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| * Have your presentation available on several formats such as downloaded and on an email that you can access or memory stick just in case technical difficulties occur.
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| * Make your slides available to your audience so they don’t need to make notes.
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| * Think about what questions may be asked and what your response will be.
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# During the presentation

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| * Get to the location early and familiarise yourself with the equipment you will be using.
* Thank the person who invited you to present.
* Low energy does not make a good presentation. Talk with passion and it is useful to inject a little humour to relax the atmosphere.
* Stand up; move around and use hand gestures and speak to your audience not the slides.
* Don’t talk quickly, try to relax, it will help you think on your feet.
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| * Look at your audience and gain eye contact. Ask the audience open questions to involve them and facilitate engagement but ensure you remain in control.
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| * DO NOT read the slides and avoid being descriptive, anecdotal experiential information is often more interesting.
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| * Do explain your slides perhaps use a pointer to help orientate your audience.
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| * Ask your audience if they require further explanation or details to facilitate understanding.
* Summarise or make conclusions and try to finish on a strong positive statement “tell them what you told them”. Don’t have a picture unrelated to your presentation
* Keep to time, running over isn’t acceptable.
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| * Ask if there are any questions? Then say that’s a good question.
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| * Ensure you gain feedback, prepare your own simple feedback form if the organisers do not have a feedback process'
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