

**Tips to Make Your Next Presentation Go Better Than Your Last**

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**Session Overview**


- Didactic Presentation
  - Presenting yourself
  - AV ideas
  - 10 tips for successful presentations
  - The secret of life

**Presentation Goals**

- Get your buy-in
- Teach tips to improve your future presentations
- Motivate you to work on improving these skills
- Demonstrate these skills
- Improve your constructive critiques of colleagues

**Improving Your Presentations**

- Why do physicians need skills in public speaking?
- Can we improve our skills in public speaking?

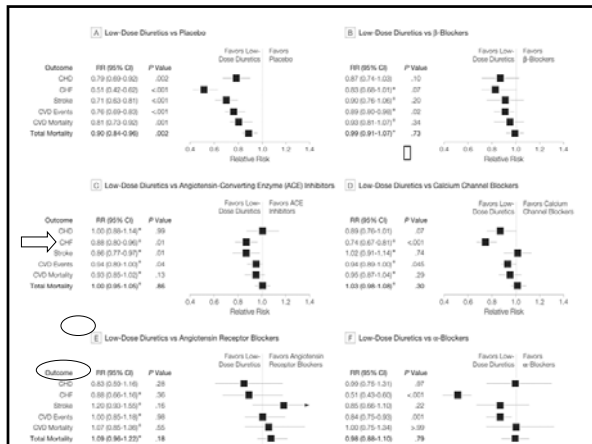


**Presenting Yourself and Your Credentials**

- Opening slide
  - e-mail address
- Written introduction for host
- Name Badge

**PowerPoint Survey  
Most Annoying**

• Speaker reading slides	60%
• Text too small	51%
• Having the slides typed out in completely full sentences.	48%
• Hard to see colors	37%
• Moving /flying text	24%
• Overly complex charts	22%



## PowerPoint Basics Headings 36-40 Point Type

- Text point type  
I suggest 32....but at a minimum 24  
this is 28 and this is 24
- San serif fonts best (Arial or Helvetica)
- Serif fonts (Times New Roman) harder to read from the back of room

## UPPERCASE vs Mixed Case

- IT WILL TAKE THE AUDIENCE LONGER TO READ SLIDES THAT ARE ALL UPPER CASE
- Instead use only uppercase to EMPHASIZE specific text
- Better still use **bold** or color instead

## AV Issues Insider Tips

Don't have pagers/phones on (even in silent mode) with a lavalier mike



## AV Issues Insider Tips

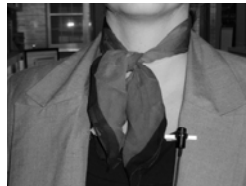
Mike Position

2 fists below chin



## AV Issues Insider Tips

Women's Issues  
Keep mike close to center  
Watch interference from scarf or hair



AV Issues  
Insider Tips Keep Your Distance



Top Ten Tips

To Improve Your Presentations

Top Ten Tips  
Number 10

10. Meet the needs of the audience



Top Ten Tips  
Number 10

10. Meet the needs of the audience  
• W I I F M

3 Questions;  
So what?  
Who cares?  
What's in it for me?

Top Ten Tips  
Number 9

9. Have a clear purpose  
• what goals do you wish to accomplish  
• difference between subject, title, and purpose



Top Ten Tips  
Number 8

8. Organize the presentation  
• opening statement  
• limited number of points  
• strong closing  
    graceful exit  
    let me summarize the key points  
    a question I am often asked....

### Top Ten Tips Number 7

#### 7. Eliminate unnecessary information

The secret of being a bore is to tell everything.



*Voltaire*

### Top Ten Tips Number 6

#### 6. Don't go overtime



### Top Ten Tips Number 5

#### 5. Concentrate on delivery

- face the audience
- avoid the dreaded monotone
- slow down
- use pauses
- avoid the "laser moth"

### Top Ten Tips Number 4

#### 4. Make it a performance

- smile
- enthusiasm
- hand gestures
- tell a story
- » pictures



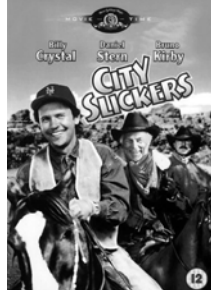
### Most Popular Newspaper and Magazine



As Promised

The Secret of Life

## City Slickers



## The Secret of Life Curly Washburn



## The Secret of Life Dr Eugene Kern



Do the things you  
really want to do

Be with the people  
you care about



## Top Ten Tips Number 4

4. Make it a performance
- smile
  - enthusiasm
  - hand gestures
  - tell a story
  - » pictures

**Edu-tainment**

## Top Ten Tips Number 3

3. Take the edge off of nervousness
- most anxiety doesn't show
  - comfortable posture
  - voice
  - eye contact
  - be prepared

Top Ten Tips  
Number 2



Top Ten Tips  
Number 2

2. Use appropriate humor  
Self-deprecating

Top Ten Tips  
Number 1

1. Practice, Practice, Practice

After Each Presentation  
Create a Chart

- |                  |                     |
|------------------|---------------------|
| • What Went Well | • Areas to improve  |
| 1) Opening hook  | 1) Slow down        |
| 2) Enthusiastic  | 2) Smile            |
| 3) Hand gestures | 3) Repeat questions |

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If You Remember  
Only 3 things....

- Organize the presentation
- Make it a performance
- Your presentation skills, are as important as your message


<b>If You Remember Only 3 things....</b>
<ul style="list-style-type: none"><li>• Organize the presentation</li><li>• Make it a performance</li><li>• Your presentation skills, are as important as your message</li></ul>