

Tips to Make Your Next Presentation Go Better Than Your Last

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Why is this Skill Crucial for us?



Session Overview

- Didactic Presentation
Presenting yourself
Tips for successful presentations
- Videotaping Assignment
Group critique



Presentation Goals

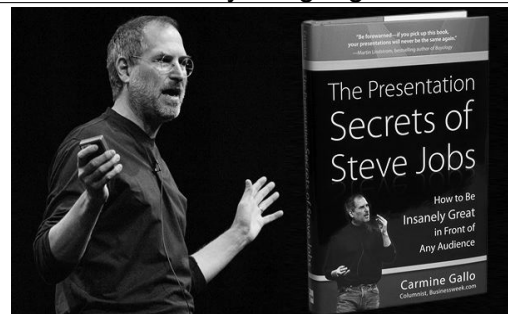
- Get your buy-in
- Teach tips to improve your future presentations
- Motivate you to work on improving these skills
- Demonstrate these skills
- Improve your constructive critiques of colleagues



Presentation Skills Body Language




Presentation Skills Body Language




Presenting Yourself and Your Credentials

- Always include your e-mail address
- Write your own intro
- Name Badge


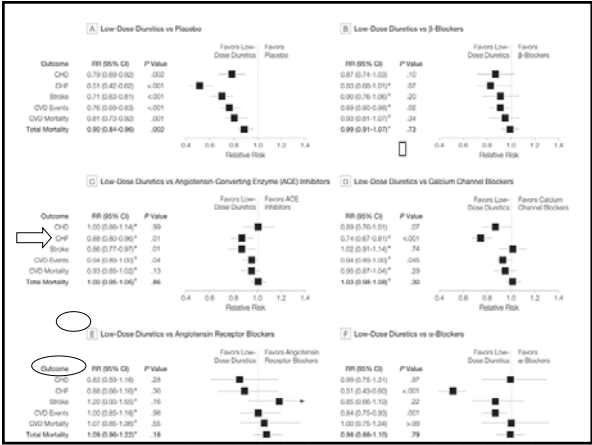


PowerPoint




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)
- Serif fonts (Times New Roman) harder to read from the back of room



Avoid Slide-uments

- Accreditation and Regulatory Compliance Ensure Safe Patient Care
- Accreditation/Regulatory Activities: [ARZ](#) | [FLA](#) | [MHS](#) | [RST](#)
- The Joint Commission, Centers for Medicare and Medicaid Services and other regulatory agencies provide health care organizations with a framework to assess and improve the systems that impact the quality and safety of patient care. Mayo Clinic adopts evidence-based standards and reports core measures in an effort to reduce mortalities, complications from care, patient length of stay and adverse events. This network of quality standards provides the underpinnings for Mayo's reputation as a leader in health care.
- Every Mayo Clinic employee has the opportunity to impact the safety and quality of care we provide for our patients and our compliance with regulatory agencies by:
- Using standards to achieve and maintain excellent operational systems



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



Tips To Improve Your Presentations



Presentation Tips Meet the Needs of the Audience



Presentation Tips

- Meet the needs of the audience
- W I I F M

3 Questions;
So what?
Why should I care?
What's in it for me?



Presentation Tips

Example:
The result when not thinking about your audience



Presentation Tips

Organize the presentation

- opening statement
- limited number of points
- strong closing



Presentation Tips

Concentrate on delivery

- face the audience
- avoid the dreaded monotone
- slow down
- use pauses



Presentation Tips

Make it a performance

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



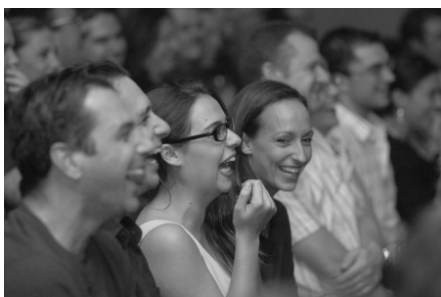
Presentation Tips

Take the edge off of nervousness

- most anxiety doesn't show
- comfortable posture
- voice
- eye contact



Presentation Tips



Presentation Tips

Use appropriate humor

Self-deprecating



I Almost Forgot Keyboard Secret



- The “B” Key



In Summary If You Remember Only 3 things....

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



The Assignment

- Choose any topic; passion
- Create a 3 minute presentation
- To whom are you speaking and what is your goal? (Examples)
- Private videotaping
- Easel sheet is your outline “cheat sheet”
- Group critiquing session (Presentation Tips)
- What went well; what could be improved



Have Fun

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