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
Presenting Yourself and Your Credentials

- Always include your e-mail address:
  
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- Write your own intro

- Name Badge
PowerPoint

Are you addicted to PowerPoint?
- Bullet points
- Charts
- Graphs

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 the laser moth
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 UPPERCASE
• 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 FM

3 Questions

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

Use appropriate humor

Self-deprecating
Video Clips
With Introduction

I Almost Forgot
Keyboard Secret

- The “B” Key
Delivering Constructive Critiques

- What Went Well
- Areas to improve
In Summary
If You Remember Only 3 things….

• Organize the presentation

• Make it a performance

• Your presentation skills, are as important as your message

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