Optimizing Your Presentation Skills

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Objectives
- Understand components of a good vs. bad lecture
- Presentation preparation
  - Optimize word slides
  - Optimize images
- How to give an effective presentation

What makes a bad lecture? “lecturalgia”
- Run over time/too much content
- AV failure
- Lack of enthusiasm
- Unprepared, apologetic
- Stage fright/nervous
- Reading from notes/slides
- No interaction/time for questions
- Unrelated/boring topic

KISS
- Keep
- It
- Simple
- Stupid

Learning Objectives
- Create outcomes first
- Turn them into objectives for lecture or course
- Content is based on the purpose and objectives
- Based on the learners needs

Presentation Preparation
- KISS—Rule of 6
- Font size
- To serif or not to serif
- Fill slide with image
- Animations
Font Size 72
• This is 24 font
• This is 32 font—Powerpoint default
• This is 36 font
• This is 40 font
• This is 44 font—Powerpoint Title
• This is 48 font
• This is 60 font

To Serif or not to Serif
• This is a serif font
• This is a non-serif font

Presentation Preparation
• effective color scheme
• fill slides
• no distracting animation, but--
• can allow you to lose the laser pointer
• check spelling and grammar
• optimize contrast of images

Avoid Distracting Background Designs

Avoid bad color schemes
• Red and green-- 8-12% European males colorblind

Slide Transitions
• Can be effective
Slide Transitions
• Can be very distracting

Regain audience attention every 15-20 minutes

Giving the Presentation
• Rehearse!
• Emphasize 2-5 key points
• Be entertaining—anecdotes, cartoons
• Use effective/appropriate body movements

• Use humor or anecdotes when appropriate

Humor
• Builds rapport
• Humanizes the speaker
• Diffuses tension
• Relieves boredom
• Makes a point
• Memorable

Humor
• Avoid:
  – Profanity
  – Race, sex, religion
  – Put-downs (unless self-directed)
The Quotations Page – Your Source for Famous Quotations:

www.quotationspage.com

*The greatest use of life is to spend it for something that will outlast it.*

*William James (1842 - 1910)*

Giving the Presentation

- Speak professionally and with confidence
- Slow down—don’t be “marathonic”
- Pause to incorporate cine images
- Logical organization, practical, appropriate, unbiased

A-V

- Test in advance
- Know the podium
- Don’t stand between audience and screen
Giving the Presentation

- Make eye contact, smile
- Speak in conversational tones and pace, with enthusiasm/passion
- Speak directly into the microphone/Laveller
- Incorporate pauses

Speaking Voice

- Lower, relaxed voices--credibility
- Higher pitched, faster delivery--tension

Eye contact

- Dependent on audience size
- 2-3 seconds is ideal
- Never > 7 seconds
- Not over their heads

Tell me and I forget.
Show me and I remember.
Involve me, and I understand.
--Chinese proverb

In middle of sentence!
Giving the Presentation

- Follow time limits—it is a contract
  - If engaging, ask permission to continue
  - Give permission to leave

Avoid Fillers

- "um"
- "er"
- "ya know"

Record yourself

Draw on the Screen

- "Ctrl p" turns the cursor into a pen
- "Ctrl a" to arrow
- "Ctrl e" to erase

Conclusion

- Develop an appreciation for what causes lecturalgia and how to Rx
- Begin with learning objectives
- Optimize the appearance of your slides
- Prepare your delivery to be effective
- 3-5 learning objectives only