



Essential Presentation Elements



As an experienced speaker, you are likely to know the ropes of a standard Grand Rounds or educational keynote. However, a **Growth Collaborative** session is unique: it must be as **concise and inspiring** as it is informative.

Your goal is to move the audience from passive listening to **immediate action**. Use these guidelines as a benchmark to ensure your presentation remains high-impact, professional, and aligned with our collaborative goals.

1. Keep it Concise

The format of the collaboration meeting is short impactful presentations followed by quick group processing and discussion. The most effective presentations are generally those that run 15 minutes +/- . Less content and more focus on the 3 points you want the attendees to take away from your talk will be most successful.

2. Tell Them What You Are Going To Do

The opening of the presentation sets the stage for what is to follow:

- Present a brief overview of the presentation's purpose to orient the audience: "Your Growth Journey."
- The attendees are your peers. They understand the field and the current challenges we are facing. There is no need to provide background data regarding the national picture or information about latest research papers. This is your growth journey; focus on your program and how you and your team have been successful and overcome challenges.
- Provide tips to help others succeed.
- Keep to the time allotted, the day is a content rich day, and each presentation builds upon another.

3. Do It

This is the body of the presentation/session:

- Highlight key points you want the group to remember.
- If applicable, tell stories and anecdotes to help illustrate these points.
- Focus on the "Why" of your growth journey.
- The steps your team took to grow and your results.
- Utilize concepts from the Change Package when appropriate.
- Stress the challenges you had and if and how you overcame them
- Discuss what is next in your program's growth journey.

4. Tell Them What You Did

This is your wrap-up and an opportunity to review key points:

- Review your objectives so you can identify what was presented.
- To reinforce what was presented, briefly emphasize the key points using a summary slide. Create a list of no more than five (5) take-away items the participants should remember.



PowerPoint (PPT) Presentation Design Tips



Following are some tips to help you create your presentations:

Fonts

- Avoid italicized and fancy fonts as they are difficult to read quickly.
- Do not use all caps except for titles.

Graphics and Design

- Use photos to tell a story and help participants visualize what you are describing.
- Make sure photo quality is good and photos are clear.
- Avoid too much text and full sentences.
- Use a maximum of six (6) words or less per line.
- Bullet points summarize the key points you want to make.
- Include only one key point per slide with no more than six (6) lines per slide.
- Limit the number of graphics and colors on each slide.
- Avoid flashy graphics and noisy animation effects unless they relate directly to the slide.

General Tips

- Create talking points (key points you want to cover) in the notes section of each slide.
- Think about questions you may be asked when developing content.
- Proof your slides for spelling mistakes and grammatical errors.
- Create a conclusion slide to summarize the main points of your presentation.



Delivering an Effective Presentation



- **Be Prepared – Practice, practice, practice.**
 - √ Do a dry run, make sure you can cover all your content in the allotted time.
 - √ Do not read the text on your slides or notes pages - the text should be a cue for you rather than a message for the viewer.
 - √ Memorize the structure of the talk and the outline, but not every word.
- **Confidence and Enthusiasm** – Make sure that you exert confidence during your presentation and show your enthusiasm about the content.
- **Eye Contact** – Maintain eye contact with those in the room.
- **Slow Down** – Nervous and inexperienced speakers tend to talk fast. Slow down your speech and add pauses for emphasis.
- **Encourage Questions** – If your session allows for a Q&A period or you participate in a group Q&A, create an environment where participants can ask questions so they can better understand the information you provide.
 - √ There is no such thing as a stupid question. Do not embarrass participants or try to diminish their participation.
 - √ Thank people for their questions and feel free to praise them for good points.
 - √ Use statements like, “that’s a really good question,” or “I’m glad you asked me that,” to buy yourself a few moments to organize your response.
 - √ If you are not sure how to respond let them know that you will investigate it.
- **Keep Track of Time** – Stick to the time allotted.