

A photograph of a business meeting. Several people in professional attire are gathered around a table. One person is holding a tablet displaying a presentation slide with a circular diagram. Another person is holding a smartphone. There are coffee cups on the table. The scene is brightly lit, likely from a window in the background.

Presentation Skills

Gagan Kaushal, PhD

Valerie Clary-Muronda, PhD, RNC-OB

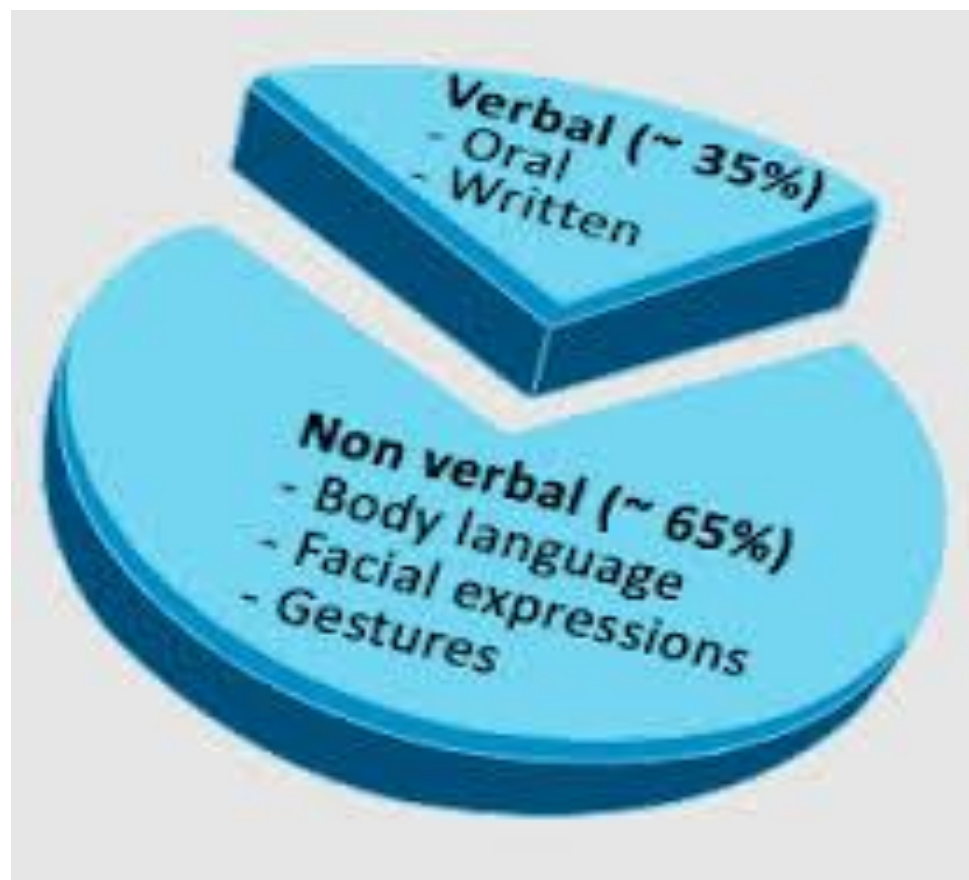
Objectives



By the end of this presentation, lectures will be able to

- Discuss the factors affecting effective communication
- List the elements needed for an effective presentation
- Recognize barriers to an effective presentation
- Utilize suggested strategies to improve presentation skills





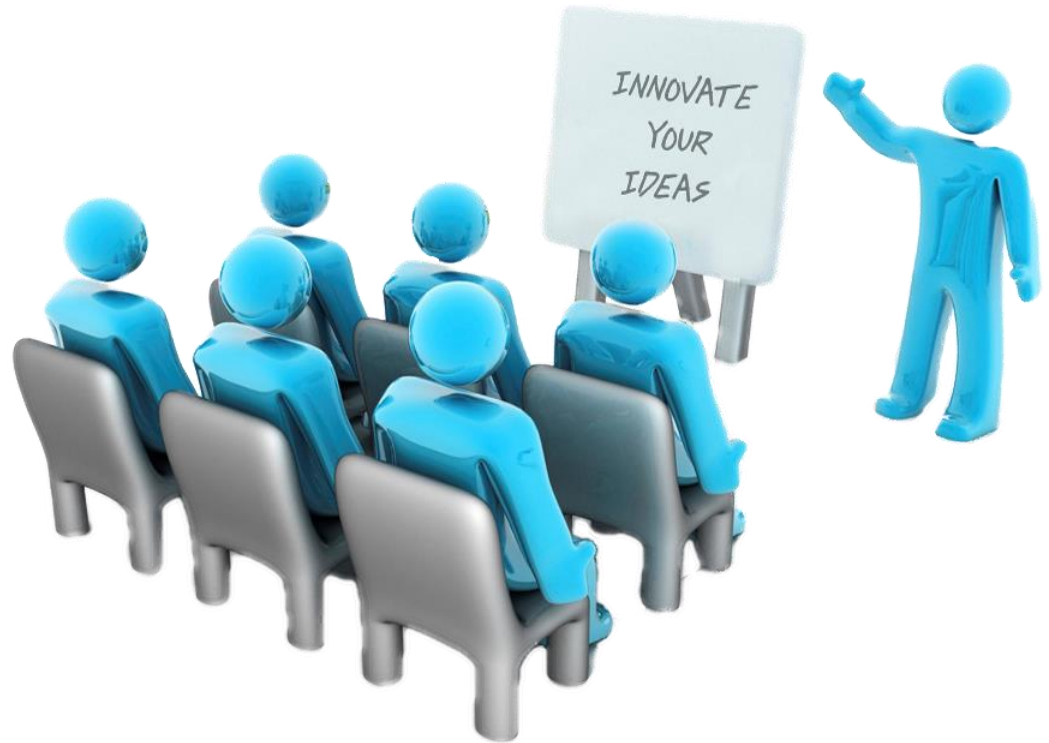
Tips for an effective presentation

- Know your audience
- Know the objectives for the talk
- Keep it simple
- Have an idea of what the presentation should look like
- Engage the audience
- Rehearse and get feedback
- Be enthusiastic



Know your audience

- ✓ Level of Learner
- ✓ Appearance
- ✓ Language
- ✓ Comprehension



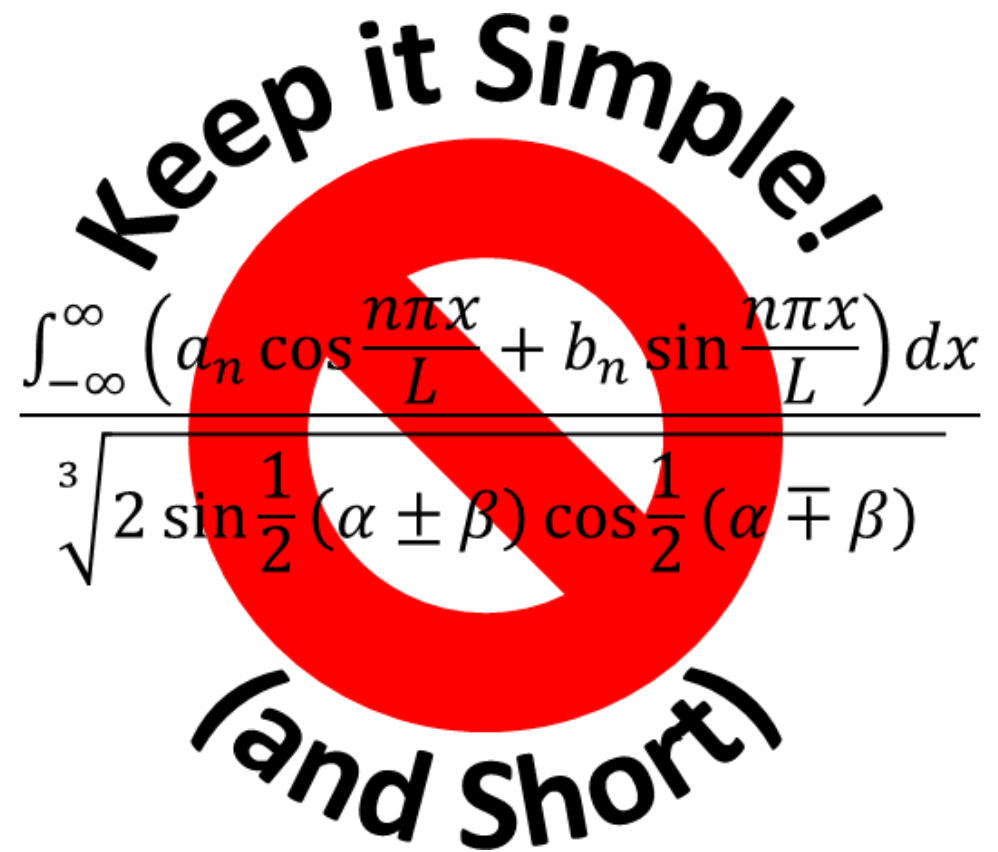
Know the objectives

- Tell them what you are going to say
- Say what you are going to say
- Remind them of what you just said



Keep it simple

- Do not use necessarily complicated language
- Speak slowly and clearly
- Use pauses appropriately
- Avoid filler words



Keep it Simple!

$$\frac{\int_{-\infty}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right) dx}{\sqrt[3]{2 \sin \frac{1}{2} (\alpha \pm \beta) \cos \frac{1}{2} (\alpha \mp \beta)}}$$

(and Short)

Have an idea of what the presentation should look like

- How long does it need to be?
- What are the audience demographics?
- What is the presentation format?
- Is there a Q&A?
- Should there be embedded questions?
- What technology is available?



Engage the audience

- Interesting
- Visual Aids
- Detail
- Use links emails appropriately



Rehearse and get feedback

Practice makes
perfect!

Consider
recording
yourself

Avoid

- Lack of clarity
- Lack of congruence with materials
- Distracting behaviors

Be enthusiastic

- Make it interesting
- Make eye contact with audience
- Moderate voice tone
- Use pauses appropriately
- Be available for questions and discussions
- Consider using hands to emphasize points



Factors influencing communication



-
- Developmental level
 - Gender
 - Sociocultural differences
 - Physical, mental and emotional state
 - Values
 - Environment

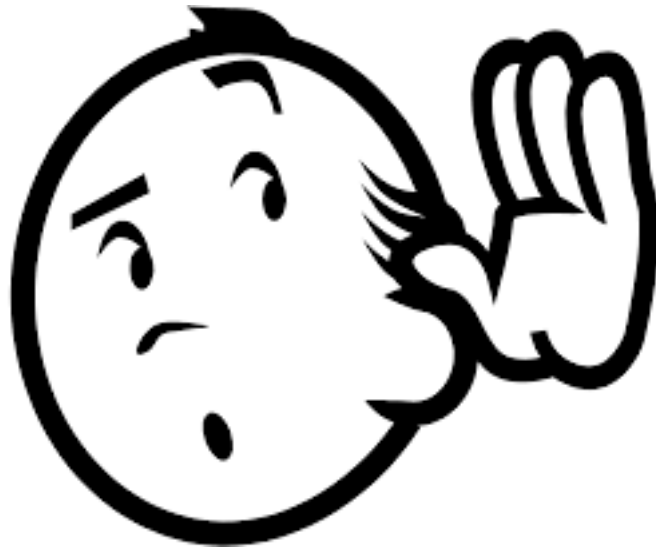
Points to improve conversation skills

- Control voice tone
- Be knowledgeable
- Be flexible
- Be clear and concise
- Avoid words with multiple meanings
- Be truthful
- Keep an open mind
- Take advantage of available opportunities



Listening

Involves hearing and interpreting what the other is saying requiring attention and concentration to sort out, evaluate and validate clues for the best understanding



Points to improve listening skills



- Don't cross arms or legs
- Be alert and have enough time
- Keep the conversation natural
- Maintain eye contact if culturally appropriate
- Indicate you are listening
- Think before responding
- Don't pretend to listen
- Listen for themes

References