Presentation Checklist

Pre-Presentation

__ Who is your audience? What is their knowledge of the topic?

__ How will your audience benefit from this presentation?
(Remember: adults want solutions to real life problems. Give them what they want)

__ What are the major messages that you want people to remember?
(Be focused and specific. Goal: 3 – 5 major messages per one hour of presentation)

1. 
2. 
3. 
4. 
5. 

__ Have you researched your topic recently to ensure your knowledge is current?
(Recent articles and books, similar presentations, Medline search, etc.)

__ Plan your presentation.

_ Do you have the appropriate amount of content?
(Avoid extremes; not enough or too much material)

_ Create a loose outline:
  _ Introduction (Grab their attention and set the pace for the presentation).
  _ Major messages (Be sure to consider transitions between themes).
  _ Summary (Don’t skimp here. This is likely what they will remember longest).

_ Build in retention factors:
  _ Use visual, auditory and kinesthetic stimuli.
  _ Reinforce major messages frequently.
  _ Don’t forget the 90 / 20 / 8 rule.
  _ Call upon learners to take action. Put new knowledge into practice.

_ Include room for audience participation.
(Discussion / activity / problem solving / feedback)

_ Prepare your presentation medium:
(Slides, overheads, flipchart, demonstration, etc.)
  _ Avoid busy looking visual aids.
  _ Test visual aid in environment similar to presentation environment.
  _ Avoid abbreviations and unfamiliar jargon.
  _ Do graphics support or distract from message?
  _ Avoid too many aids.

_ Polish your presentation:
  _ Practice delivering presentation to someone unfamiliar with topic.
  _ Evaluate timing and transitions.

Final Preparation.

_ Review materials for accuracy and typos.

_ Prepare handouts for learners.

_ Ensure meeting space is setup according to your specifications.

_ Obtain essential “extras:”
  _ Spare projector bulb.
  _ Fresh markers and paper.
  _ Presentation saved to hard drive and spare disk.
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__ Arrange at least 15 minutes prior to presentation.
__ Inspect room and materials one final time.
__ Control nervousness and relax:
  __ Breath.
  __ Stretch.
  __ Smile.
  __ Great a few participants as they arrive.
  __ Avoid caffeine and alcohol.
__ Meet the person who will introduce you, if applicable.

__ Begin presentation.
__ Get and maintain audience’s attention:
  __ Make a thought provoking statement.
  __ Ask a question.
  __ Ask for a show of hands.
  __ Get them laughing (Avoid inappropriate humor or jokes).
  __ Don’t open with an apology, ever.
__ The first few minutes:
  __ Give overview of presentation.
  __ Elicit audiences expectations.
  __ Make audience comfortable with you and the topic.
__ Communicate effectively:
  __ Think before you speak and speak clearly.
  __ Be enthusiastic. Smile.
  __ Make eye contact often. Don’t hold it for long and don’t appear shifty.
  __ Make sure your body language supports your words.
  __ Adjust tone and words per minute to audience.
  __ Inject your personality into the presentation.
  __ Repeat a participant’s question so the entire audience can hear it also.
__ Watch audience’s body language:
  __ Increase tempo and enthusiasm when they appear bored.
  __ Involve them when they are preoccupied.
  __ Give more detail when they look interested.
  __ Clarify when they are confused.
  __ Praise them frequently no matter what they are doing.
  __ Give them a break when they look ready to diurese.
__ Foster retention of major messages:
  __ Pause often, but briefly, to allow your message to sink in.
  __ Repeat important statements and summarize major messages.
  __ Ask probing questions to determine audience’s understanding.
__ Manage your time effectively:
  __ Participants won’t appreciate your going over time.
  __ Meeting coordinators will panic when you finish too early.
__ Finish effectively:
  __ The conclusion IS NOT just the end of your presentation.
  __ Restate the main points.
  __ Call participants to take action.
  __ Close with a quote or anecdote when possible.
  __ Leave the audience saying “Wow!”