PART 2: PODIUM PRESENTATION SKILLS

Vanderbilt University Medical Center Nursing Research Office
The objective of this presentation is to prepare you for a successful presentation.
If you are given a time limit for your presentation it is important not to deviate from your script.

On average you will spend 1 minute discussing each slide.
Not Using PowerPoint

✓ Be more deliberate with the transition of topics

✓ Have notes with you that might include:
  • Key points you want to make
  • Discussion questions
  • Handouts for audience
Practice

✓ Practice by yourself in front of a mirror

✓ Practice in front of an audience:
  • Schedule a block of time that is twice as long as the scheduled presentation
  • Tape record your presentation
  • Invite co-workers that are and are not familiar with the topic.
Tips for a Successful Presentation

✓ Know your material
✓ Eye contact
✓ Body language
✓ Voice
✓ Podium panic
✓ Security items
✓ Questions & answers
Tips: Know your Material

✓ Speech should come across as a conversation

✓ Do not memorize material

✓ Do not read your slides word for word
Know your Material - Graphics

✓ Be sure to orient people to your graphics
  • What does each color represent
  • Clearly state what the axes represent
  • Describe how the graphic fits into your presentation
Tips: Eye Contact

✓ It is important to have eye contact with your audience at all times.
  • Pick out a friendly face and keep them as a focal point.
  • If in a large auditorium, you will need several “friendly” faces.
# Tips: Body Language

<table>
<thead>
<tr>
<th>Do’s</th>
<th>Do Not’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Make eye contact</td>
<td>✓ Chew gum/candy</td>
</tr>
<tr>
<td>✓ Professional stance, with your hands out of pockets and arms relaxed</td>
<td>✓ Bite your fingernails</td>
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<tr>
<td></td>
<td>✓ Click or tap pen or pencil</td>
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<tr>
<td></td>
<td>✓ Play with clothing pieces</td>
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<tr>
<td></td>
<td>✓ Shuffle notes</td>
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</tbody>
</table>
Tips: Voice

- Articulate clearly
- Speak slowly
- Vocalize pauses and punctuation
- Speak loudly
Tips: Podium Panic

✓ For some speakers presentations can make them extremely nervous. To combat podium panic keep these tips in mind:

- Audiences are forgiving
- Be prepared
- Practice
- Be yourself
- Deep breathing
- Nervousness is usually not visible to the audience
- Avoid caffeine/other stimulants before presentation
Tips: Security Items

✓ Print out a copy of your slides and take with you to the podium

✓ Have multiple copies of your presentation (e.g. email it to your self, jump drive)

✓ Bring your own clicker (to advance slides) in case one is not provided.
Tips: Questions & Answers

✓ At the end of your presentation leave time for questions and answers.
  • Do not argue with members of the audience
  • Be honest
  • Keep answers brief
  • It is ok not to know the answer
Day of Presentation

✓ Pick out clothes that look professional and make you feel comfortable.

✓ Check equipment before the presentation starts.

✓ Practice relaxation techniques (i.e. breathing or muscle relaxation) before you approach the podium.
Next Steps

✓ If you need assistance with your PowerPoint slides or the outline of your presentation we can help:

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S-2413 MCN
3.2992

www.VanderbiltNursingEBP.com
References

