

SME Top 10 Presentation Tips

1. Know your audience

- Recognize diversity in backgrounds, education, and experiences.
- Avoid making assumptions about your learners.

2. Be clear on learning objectives

- Clearly state expectations at the beginning of your presentation.
- Explain why information is beneficial/relevant.

3. Adopt a learner-centered approach

- Facilitate discussions.
- Allow learners to share their viewpoints.
- Incorporate case studies or real-life examples.

4. Provide structure and organization

- Break content into digestible chunks.
- Use headings, bullet points, and clear divisions.
- Start with the most relevant or important content.
- Balance between being concise and diving too deep on an individual topic.
- Reiterate key points for reinforcement.
- Limit to 1-3 main points per page or approximately one minute per slide.

5. Promote immediate applications

- Provide slides for post-session use.
- Share relevant links or job aids.

6. Engage through interactive elements

- Use polls or knowledge checks.
- Include Q&A sessions.
- Introduce real-world examples for engagement.

7. Encourage a safe learning environment

- Be friendly and upbeat in your delivery.
- Be conscious of sensitive topics.
- Respect the diversity of your audiences and remain inclusive. (e.g., health equity).

8. Listen to your audience

- Dedicate time for feedback post-session.
- Offer avenues for discussion after the presentation.
- Use their suggestions to refine future presentations.

9. Use clear and simple language

- Replace jargon or highly complex scientific explanations with audience appropriate language, where applicable.
- Include relatable examples for complex ideas (e.g., analogies, metaphors).
- Adopt a conversational style, where applicable.
- Use active voice (*Ex. Paul visited Sarah, not, Sarah was visited by Paul*).

10. Offer resources for follow-up

- Include supplementary materials or links for deeper exploration.

Additional Tips: (Taken from CNLT)

In managing your delivery, make sure you:

- Speak clearly.
- Organize content.
- Finish on time
- Develop “user-friendly” materials.
- Be professional.
- “Practice. Practice. Practice.”

Making a great first impression

It is important to maximize the time and attention of learners during training activities. Ways to create a powerful first impression in training include:

- Projecting confidence
- Communicating your competence
- Demonstrating credibility
- Being yourself!

It's not what you say; it's how you say it

It is important to be aware of both verbal and nonverbal messages to communicate more effectively. Verbal communication can be apparent and intentional, while non-verbal communication is something we do unconsciously.

Simple changes in tone and inflection can change the meaning of statements, so it's important to be aware of the way we speak to ensure effective communication.

- **Tone of voice:** Changes in tone can help inject emotions into messages; messages can be upbeat or depressing depending on the speaker's tone.
- **Stress and emphasis:** Changing which words or syllables you emphasize can change their meaning.
- **Pace and rhythm:** The speed of speech, and the appropriate use of pauses can change the meaning of words spoken and affect the clarity and effectiveness of communication.
- **Volume:** How softly and loudly you speak also impacts communication. A person should also be flexible and be able to whisper or shout.