

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. Use clear and simple language

- Replace jargon or highly complex scientific explanations with audience-appropriate language.
- 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*).

4. Adopt a learner-centered approach

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

5. 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.

6. Promote immediate applications

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

7. Engage through interactive elements

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

8. 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).

9. Listen to your audience

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

10. Offer resources for follow-up

- Include supplementary materials or links for deeper exploration.