



Preparing and Delivering Your Presentation

Jessica Quintero, M.Ed.
Director of Education and Training
Heartland National TB Center

Jessica Quintero, M.Ed. has the following disclosures to make:

- No conflict of interests
- No relevant financial relationships with any commercial companies pertaining to this educational activity



Community Health

***Community Health-** Also called Public Health, is the science of protecting and improving the health of communities through education, promotion of healthy lifestyles, and research for disease and injury prevention.*



What is a Community Health Presentation?

Community Health Presentation-Is a way to educate and involve your community and It's usually live with face to face group interaction.



How can you do this?

- Public Speeches
- One-on-one informal talks
- Group discussion
- Workshops
- Seminars



Why should you make community presentations?

- To increase community awareness and understanding of current issues
- To increase community awareness and understanding of you and your organization
- To increase community support for you and your organization
- To encourage community involvement and action regarding your cause



When should I do this?

- Low community awareness
- New or important knowledge on the issue
- The community seems like they will be very receptive
- Action needs to be taken quickly



Elements of a Community Health Presentation

*Which **communication format** would be good for your audience?*

GROUP DISCUSSION **LIVE SEMINARS**

LISTENING SESSIONS

WORKSHOPS **INFORMAL TALKS**



Elements of a Community Health Presentation

*Who will the **audience** be?*

- Age
- Gender
- Education Level
- Health Literacy Level
- Values
- Cultural or Ethnic Background
- Do they have interest in your topic?
- What do they expect of your presentation?



Elements of a Community Health Presentation

*What is the **presentation setting**?*

- Seating
- Audio/Video
- Presentation Compatibility
- Comfortable Environment
- Technical Assistance
- Lighting



Elements of a Community Health Presentation

Planning your presentation

1. Clarify your objective
 - What do you want to achieve
 - Write down the key points



Elements of a Community Health Presentation

Planning your presentation

2. Develop an outline

- General Overview
- History or background of the issue
- A description of issue
- Your proposed solutions
- Summary



Elements of a Community Health Presentation

Planning your presentation

3. Select your materials

- Newspaper articles
- Quotes
- Reports
- Data
- Stories
- Personal Experiences



Visual Aids

- Limit each overhead, slide, or poster to one main idea.
- For each graphic, use no more than 6-8 lines of text.
- Use key phrases rather than sentences. Use plain language.
- Avoid jargon.
- Use bulleted lists for key points.
- Double-space between lines of text.
- Use large, bold, serif type fonts. (This font has serifs.)
- Make sure the audience can read the text. (To check on this, look at the graphic from the back of the room.)
- As you present a graphic, read and clarify it to your audience.
- Only show information you plan to discuss.
- Keep any visual aid before the audience only as long as it supports your oral presentation. And don't distract the audience with the next slide or visual aid before you are ready to talk about the material on it. Keep it covered.



Elements of a Community Health Presentation

Practice Practice Practice



Elements of a Community Health Presentation

Practice

- *Practice* in front of a mirror
- *Practice* in front of others
- *Practice* using a video camera
- *Practice* reading aloud
- *Practice* Breathing and relaxing
- *Practice* with a clock
- *Practice* maintaining eye contact
- *Practice* paying attention to how your words are delivered



Elements of a Community Health Presentation

Delivery

- Use open sentences
- Let your audience know what to expect
- Make eye contact
- Present your key facts and ideas
- Give evidence to support your claims
- Highlight your main points
- Speak with personal conviction
- Show what action is necessary
- Your close is just as important as your opening



Elements of a Community Health Presentation

Questions and Answers

- Give ample time for Q & A
- Usually 5-10 minutes depending on your audience
- Listen to their thoughts and concerns
- Keep your answer short and to the point to keep confusion at bay
- If you don't know the answer don't be afraid to let them know and that you find out and get back with them



Elements of a Community Health Presentation

Follow-up

- Documentation is a good way to keep track of your progress in your community
 - Sign-in sheets
 - Add participants to your mailing or email list
 - Keep a spreadsheet



Checklist

- Great to have to make sure that you didn't miss a step
- Create your own or find them on the web



Questions

