

MEDICAL LEADERSHIP DEVELOPMENT TOOL PRESENTATION SKILLS

The Presentation Skills Medical Leadership Development Tool has been designed to help you develop techniques to deliver a presentation effectively. You could use this tool in various ways:

- This tool could serve as a reminder checklist before your presentation. Use the form to reflect on your performance afterwards – remember to note any ideas to help with your next presentation
- Alternatively, or in addition to your own reflections, you could ask a colleague or supervisor to observe your presentation and have a discussion afterwards
- Although specifically developed for a presentation, lessons from using the tool can be applied to other public speaking scenarios
- You can use this tool many times to continually develop your presentation skills

One of the major aspects of presentation skills is the ability to control your nerves, relax and feel confident during your delivery. Many free resources are available online and are referenced below. A quick note which may help you before you first embark on this development tool is that effective communication or presenting is not about what you have on the slides by what you communicate yourself. Ensure the focus of attention remains on you at all times by keeping your slides minimal and easily readable.

More tips and advice to enhance your presentation skills are available below:

<http://www.presentation-skills.biz/>

<http://www.businessballs.com/presentation.htm>

Brief notes for Assessor giving feedback:

- This tool is best used when the peer assessor is present and listening to the entire presentation, from start to finish
- Please ensure you are sat in a location where you will be able to observe the presenter and make particular note of their communication
- Use the checklist and the comments box to write down your comments for the benefit of the presenter

MEDICAL LEADERSHIP DEVELOPMENT TOOL PRESENTATION SKILLS

Venue:	Date:	Time:
Doctor:	Duration:	
Topic:	Audience:	

SET (includes environment)

Please tick the appropriate boxes or mark N/A if not applicable

	Needs further development	Achieved	Comments
1. Checks equipment & layout	<input type="checkbox"/>	<input type="checkbox"/>	
2. Welcomes & introduces self	<input type="checkbox"/>	<input type="checkbox"/>	
3. Sets the mood	<input type="checkbox"/>	<input type="checkbox"/>	
4. States objectives	<input type="checkbox"/>	<input type="checkbox"/>	
5. Establishes usefulness	<input type="checkbox"/>	<input type="checkbox"/>	
6. Overall performance of set	<input type="checkbox"/>	<input type="checkbox"/>	

DIALOGUE

	Needs further development	Achieved	Comments
1. Presents material with clarity	<input type="checkbox"/>	<input type="checkbox"/>	
2. Presents slides in a logical manner	<input type="checkbox"/>	<input type="checkbox"/>	
3. Ensures voice projection	<input type="checkbox"/>	<input type="checkbox"/>	
4. Uses eye contact appropriately	<input type="checkbox"/>	<input type="checkbox"/>	
5. Demonstrates enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	
6. Uses humour appropriately	<input type="checkbox"/>	<input type="checkbox"/>	
7. Engages audience through personal or audience experience	<input type="checkbox"/>	<input type="checkbox"/>	
8. Attitude/behaviour encourages learning & interaction	<input type="checkbox"/>	<input type="checkbox"/>	
9. Keeps to time	<input type="checkbox"/>	<input type="checkbox"/>	
10. Overall performance of dialogue	<input type="checkbox"/>	<input type="checkbox"/>	

MEDICAL LEADERSHIP DEVELOPMENT TOOL PRESENTATION SKILLS

CLOSURE

	Needs further development	Achieved	Comments
1. Invites & answers questions	<input type="checkbox"/>	<input type="checkbox"/>	
2. Tackles questions tactfully	<input type="checkbox"/>	<input type="checkbox"/>	
3. Terminates session with a summary of objectives	<input type="checkbox"/>	<input type="checkbox"/>	
4. Overall performance of closure	<input type="checkbox"/>	<input type="checkbox"/>	

*Adopted with thanks from
Resuscitation Council (UK) and the Advanced Life Support Group
Generic Instructor Course Assessment Matrix*

Any aspects which were especially good?

Suggestions for improvement and action points:

Name of Doctor presenting:

Signature:

Name of Peer giving feedback:

Signature: