

# PLANNING AND STRUCTURING YOUR PRESENTATION CHECKLIST

## 1. IDENTIFY THE KEY CONSIDERATIONS FOR GIVING A PRESENTATION

*Make sure you have a clear understanding of the purpose and goal of your presentation. If you don't, your audience will definitely not.*

- ☐ Have you identified what your audience should know, do, or value as a result of your presentation?
- ☐ Does the session address gaps in practice or knowledge?
- ☐ Is the topic appropriate and relevant to your audience?
  - ☐ Is it clinically relevant?
  - ☐ Is it educationally valuable?
  - ☐ Is it evidence-based?
  - ☐ Is it engaging or thought-provoking?

## 2. PLAN AN APPROPRIATE STRUCTURE TO SUPPORT THE PRESENTATION

*As a presenter, your job is to get people engaged, keep them engaged, and deliver on the goals that you've stated. The structure of your presentation is essential for doing this.*

- ☐ Do you start with an interesting hook, such as a clinical case, that will elicit immediate focus?
- ☐ Do you clearly state the learning outcomes or goals of the session at the beginning of the presentation?
- ☐ Is your topic focused & manageable within allotted time?
- ☐ Do you include clear signposting to remind your audience of the learning outcomes/goals?
- ☐ Do you summarize the key points at the end?

## 3. MAKE VISUAL DESIGN DECISIONS TO SUPPORT CLEAR MESSAGING.

*Your presentation materials (slides, media, support documents) are essential for supporting your message and ensuring that you are meeting the outcomes of the session.*

- ☐ Are your materials organized in a way to support your presentation structure?
- ☐ Do you use visuals deliberately and meaningfully to support your messaging?
- ☐ Do you ensure maximum impact by using text concisely on your slides?
- ☐ Have you prioritized the readability and legibility of your presentation materials?

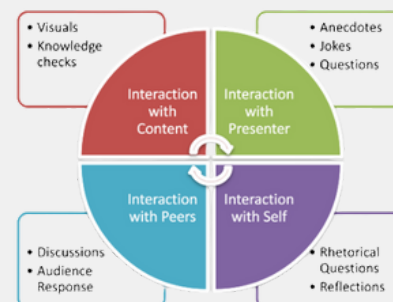
## 4. FOCUS ON AUDIENCE ENGAGEMENT

*Consider how you can keep your audience engaged in your presentation beyond clear structure and high-impact visuals.*

- ☐ Do you create opportunities for interaction (e.g. rhetorical or non-rhetorical questions, pair-discussions, audience polling tools)?
- ☐ Do your interactions serve the goal of the session? (e.g. not gratuitous)
- ☐ Do you offer multiple ways of participating that meet different audience needs and preferences?
- ☐ Do you create personal relevance by telling stories, asking participants to reflect on their own experiences, or drawing connections to professional practice?
- ☐ Do you reiterate earlier points or return to earlier examples to create a cohesive narrative?

# PRESENTATION ESSENTIALS — QUICK GUIDE

THREE SIMPLE MESSAGES	STRUCTURE
<ul style="list-style-type: none"> <li>Limit your content.</li> <li>Keep slides simple – the focus is you.</li> <li>Engage, interact, and tell stories.</li> </ul>	<ul style="list-style-type: none"> <li>Start with a hook.</li> <li>Sign-post key sections.</li> <li>Check in with your audience.</li> <li>Summarize key takeaways</li> </ul>



DELIVERY		
PRESENCE	INTERACTION	DISRUPTION
<ul style="list-style-type: none"> <li>Speak clearly, slowly, and with animation.</li> <li>Look at your audience.</li> <li>Acknowledge all audience members (in-person and online).</li> </ul>	<ul style="list-style-type: none"> <li>Opportunities for reflection.</li> <li>Ask questions.</li> <li>Foster conversation.</li> <li>Tell stories.</li> <li>High-tech interactions (e.g., audience response tools).</li> </ul>	<ul style="list-style-type: none"> <li>Familiarize yourself with the space.</li> <li>Plan for technological failures.</li> <li>Learn to laugh when things go awry.</li> </ul>



## KEY TAKEAWAYS

- Stay true to your message.
- Follow a clear presentation structure.
- Make the slides/visuals work for you.
- Create opportunities for interaction.
- Use stories to build authenticity and connection.

## ADDITIONAL RESOURCES

Bin Abdulrahman, K.A., Darami, H. (2025). Effective Presentation and Communication Skills in Health Profession Education. Springer.  
[https://doi.org/10.1007/978-981-96-5670-7\\_11](https://doi.org/10.1007/978-981-96-5670-7_11)

Lin, B., & Edwards, L. (2023). Storytelling in Medicine. Stanford DoM. <https://www.youtube.com/watch?v=3kkr59SCTZ8>

Daniel, M., Fowler, R., et al. Creating Effective and Engaging Presentations. Univ. of Michigan & Brown Univ.  
<https://deepblue.lib.umich.edu/bitstream/handle/2027.42/144313/tct12712.pdf>

Gutmann, E.J. (2018). GRAND(ER) ROUNDS: Expanding topics & speakers in pathology. Ann Diagn Pathol.  
<https://pubmed.ncbi.nlm.nih.gov/29970293/>