
ARCS Annual Meeting 2013
Presenter Disclosure Slide

Association of Residency Coordinators in Surgery ♦ New Coordinators Workshop

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has

Nothing To Disclose



Association of Residency
Coordinators in Surgery

MY EXPERIENCE: GETTING COMFORTABLE WITH PUBLIC SPEAKING

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OBJECTIVES

- ▣ Review the fundamental techniques involved in public speaking.
- ▣ Share my experience and development as a public speaker.

GOAL

- ▣ **To inspire Residency Coordinators and others nationwide to share their knowledge and expertise in the form of presenting information along with questions and answers.**

fight-or-flight reaction
[fahyt-awr-flahyt]

Show IPA noun Physiology, Psychology .
the response of the sympathetic nervous system to a stressful event, preparing the body to fight or flee, associated with the adrenal secretion of epinephrine and characterized by increased heart rate, increased blood flow to the brain and muscles, raised sugar levels, sweaty palms and soles, dilated pupils, and erect hairs.

"Fight-or-flight Reaction." *Dictionary.com*. Dictionary.com, n.d. Web. 19 Mar. 2013.



BEFORE



AFTER

- ▣ I now decided to “fight” instead of “flee”.

▣ **Public Speaking is Just ...**

- **Teaching**
- **Having a Conversation**
- **Speaking**

- ▣ **Is There a Difference Between Teaching and Public Speaking?**

TEACHER/PUBLIC SPEAKER ...

- ▣ First of all, be prepared.
- ▣ As you present, one can refer to their notes, slides, etc.
- ▣ Make certain the group understands one's concept before moving on to the next.
- ▣ Ask for feedback as you move along.
- ▣ Answer questions as you go along to be sure the group is following the subject matter.

TIPS ON DELIVERY

- ▣ Approach the audience in a poised manner – pleasant/smile.
- ▣ Avoid opening and reasonably limit “ums” or “ahs”.
- ▣ Begin in a straightforward manner.
- ▣ Engage the audience within 30-45 seconds.
- ▣ Use note cards appropriately (if applicable).
- ▣ Volume “PRESENTATION MODE” not “CONVERSATION MODE”.

TIPS ON DELIVERY

- ▣ **Pace yourself/speak with clarity.**
- ▣ **Vocal variety (emphasis).**
- ▣ **Hand gestures/body language/posture.**
- ▣ **Eye contact.**
- ▣ **Incorporate visual aid(s) effectively.**
- ▣ **Manage anxiety.**
- ▣ **Get audience involved.**
- ▣ **Make it interesting.**

TIPS ON CONTENT

- ▣ Communicate main points effectively.
- ▣ Appear in command of the material.
- ▣ Share material in a logical sequence.
- ▣ Move from point to point using a smooth transition.
- ▣ Include relevant facts, statistics, quotes, examples, etc.
- ▣ Use appropriate language.

TIPS ON CONTENT

- ▣ Conclude speech with clear and precise summary in a few words.
- ▣ Acknowledge questions appropriately.
- ▣ Respond to questions effectively.
- ▣ Clearly demonstrate that the given speech is finished and return to your seat with confidence.
- ▣ Remember to adhere to time boundaries.

OPENING SPEECH TECHNIQUES

The opening should be interesting so people are motivated to listen to you.

- ▣ **Startle/Surprise the audience.**
- ▣ **Arouse curiosity with an interesting fact or statistic.**
- ▣ **Ask a question.**
- ▣ **Tell a story.**
- ▣ **Share a quotation.**

TIPS FOR PRESENTING WITH POWERPOINT

- ▣ Hold up your end with compelling material.
- ▣ Keep it simple.
- ▣ Don't parrot PowerPoint (DON'T READ YOUR SLIDES WORD FOR WORD).
- ▣ Pause a moment when a new slide appears.
- ▣ Less is more.

ADDITIONAL POWERPOINT RECOMMENDATIONS

- ▣ Use 1-2 slides per minute at most.
- ▣ Avoid long paragraphs of text.
- ▣ Limit slides to 4-5 bullet points so they are not crowded. Font size should be at least 18 Point.
- ▣ Use easy to understand graphs or charts, and include a caption over the image.

ADDITIONAL POWERPOINT RECOMMENDATIONS

- ▣ BE CAREFUL ABOUT ALL CAPS BECAUSE WORDS ARE HARDER TO READ IN MOST CASES than lower case words.
- ▣ Carefully proof slides for spelling errors, grammar, etc.
- ▣ Do **not get** *carried away* with FONT (TYPESTYLE) SELECTIONS or your presentation will look like IT was DESIGNED by a **Crazy person**.

STRATEGIES FOR REHEARSING EFFECTIVELY

- ▣ Rehearse Early and Often.
- ▣ Videotape Rehearsals.
- ▣ Re-create the Speech Setting.
- ▣ Practice Visualization.
- ▣ Extemporize, Don't Memorize.



STRATEGIES FOR REHEARSING EFFECTIVELY

- ▣ Know Your Speech Backwards and Forwards.
- ▣ Practice with Visual Aids.
- ▣ Identify Trouble Spots.
- ▣ Learn from Mistakes.
- ▣ Time Your Speech.

- ▣ **Six Proven Principles for Mastering the Q&A Session and Engaging your Audience**

RULES OF ENGAGEMENT

- ▣ Establish a personal connection with the person asking the question.
- ▣ Do not lose the audience while responding to the individual.
- ▣ If you cannot answer a question, do not pretend that you can.
- ▣ Recognize that questions typically mean you have succeeded in connecting with your audience.
- ▣ Refrain from engaging in a battle of wills.
- ▣ Be prepared to fill the sound of silence.

CLOSING SPEECH TECHNIQUES

Summarize what you want people to take away.

- ▣ Let me conclude by saying that ...
- ▣ One final point I would like to leave you with ...
- ▣ Today I have tried to explain ...
- ▣ I'll take questions in a moment but let me conclude with ...
- ▣ So, in the final analysis, I would say ...
- ▣ I would like to leave you with the following (quotation/recommendation, etc.)

A FEW LAST THOUGHTS

As you venture out remember:

- ▣ Audiences are incredibly forgiving.
- ▣ They really and truly will not realize if you mess up.
- ▣ They don't mind if you look at your notes.
- ▣ They don't expect you to start with a joke.
- ▣ They know it could just as easily be them presenting, and they are rooting for you.

THANK YOU!



QUESTIONS & ANSWERS

- ▣ **Please complete your evaluation.**

Have a Magical Evening!

