Large Group Teaching Instructor guide:

30-60 minute session, consider small group/workshop format, review topic and have residents storyboard a lecture they have to give, review and give feedback

1. **How to engage a large audience (for a famous example, see the Brindley lecture, “How (not) to communicate new scientific information: a memoir of the famous brindley lecture” Klotz, Lawrence)**

Prepare:

Who is your audience

What is the purpose of the talk

Why are YOU giving it (as opposed to someone else)

Where are you presenting (venue)

When are you presenting (time of day, before/after meal)

The beginning: start with a question, story, quotation, startling statistic, joke

Practice/Rehearse your speech

 Tell a story

 Keep it simple

 Know your transitions

Try storyboarding, using cue-cards, or recording yourself and listening back.

Three key pedagogical principles in presentation skills:

1. People **cannot** listen and think at the same time
	1. After making an important statement, pause for 2 or 3 seconds, to allow listeners to absorb what you said.
2. People **cannot** listen and read at the same time, and **reading** is the default
	1. Avoid busy slides that require reading, your audience will tend to read, rather than listen to what you are saying
3. Less is more
	1. Don’t pack too much information into a presentation and overwhelm the audience (this is a common pitfall). Pick 3-5 main points to make (hopefully you will inspire your audience to go learn more about the topic you presented)

Consider ways to have audience interact with the presenter, the material and amongst each other.

1. Interaction between presenter and audience:
* Direct questioning
* Brainstorming
* Rhetorical questioning
* Surveying the audience
* Audience response systems
1. Interactivity between audience and the material
* Role playing/simulation
* Use of patients
* Case presentations
* Storytelling
* Videos
1. Interactivity between audience and audience
* Breaking up into smaller groups
* Think-Pair-Share
* Buzz groups
* Debates
* Panels
* Live interviews
* Writing
* Handouts

**2: Body Language**

Albert Mohrabian, PhD, published a study discussing what an audience will remember: verbal content (things said) 7%, voice (tonal quality—how it was said) 38%, **Body language (presentation style of lecturer) 58%.**

 Way before your presentation (rehearse your movements)

Speakers generate a great amount of emotion and interest with non-verbal communication, a speaker can use their body as a tool for emphasizing and clarifying the words they use, while reinforcing their sincerity and enthusiasm.

 Just before your presentation – settle nerves:

***Power posing*** – spend two whole minutes just prior to your presentation standing in a powerful pose that exudes confidence. This has been shown in studies to help relieve performance anxiety, and even improve performance in job interviews.

***Visualization*** – visualize yourself in front of the audience on the stage giving the talk, saying the words that you will say and doing a great job at it.

***Meditation*** – spend five minutes doing deep breathing exercises and/or guided imagery before your presentation

 During the presentation:

* **Eye contact**establishes an immediate bond with an audience, especially when a speaker focuses in on individual listeners rather than just gazing over the audience as a whole.
* **Control mannerisms.**Mannerisms arethenervous expressions a speaker might not be aware of such as putting their hands in their pockets, nodding their head excessively, or using filler words like *um* and *ah* too often.
* **Put verbs into action** when speaking to an audience by physically acting them out with the hands, face or entire body.
	+ **Gestures:**
		- Descriptive
		- Emphatic
		- Suggestive
		- Prompting
* **Avoid insincere gestures** by involving the entire body as much as possible in the movement and matching facial expressions to it.
* **Move around the stage**as topics change and move toward the audience when asking questions, making critical connections, or offering a revelation.

 **3. Presenting M&M**

* Choosing a case: consider cases with diagnostic or management dilemmas and decision-making issues or consider a “theme” based conference
	+ -Consider inviting EM colleagues from other system hospitals or combined conference with another specialty
* Know the case, all the details, timeline, vital signs, labs, consultations, imaging, etc
* Understand the issues – was there an error, if so, what type: misdiagnosis, missed information, missed differential, etc; what is the teaching/learning point of the case; education about the missed condition – pearls for diagnosis/treatment in the ED
	+ Consider focusing on systems issues
		- “useful to discuss the many unique aspects of our practice environment that predispose to medical mis- takes. These include multi-tasking, frequent interruptions during shifts,3 inadequate communication and continuity during shift change, varying availability of diagnostic studies, patient volume, and over-reliance on consultants for decision-making and disposition”
* Avoid placing blame (presenting anonymously can enhance teaching and avoid shame), can be helpful to get input from the clinicians involved while putting together the conference
* Ask questions of the audience to make them commit to a course of action (ex. who would intubate the patient now?)
* Brief and EM pertinent teaching points, covering the epidemiology, differential diagnosis, treatment/management (review recent or “landmark” articles)

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Resources:

<https://litfl.com/how-to-give-a-ripper-talk/>

https://litfl.com/how-to-give-an-unforgettable-talk/

<https://emergencymedicinecases.com/presentation-skills/> (*Letovsky, E, Penciner, R, Helman, A. Presentation Skills. Emergency Medicine Cases. April, 2016. https://emergencymedicinecases.com/presentation-skills/. Accessed [2/19/21].)*

<http://ffolliet.com>

<http://www.rickpenciner.com/presentations/>

<http://snarketing2dot0.com/2007/05/10/how-to-give-a-great-presentation-in-nine-words/>

<https://www.toastmasters.org/resources/public-speaking-tips>

<http://pediatricsectionwp.acep.org/?p=765>

http://www.freeemergencytalks.net/2010/06/joe-lex-how-to-give-a-damn-good-talk-slides-and-sound/

https://www.saem.org/docs/default-source/saem-documents/residents/preparing-a-morbidity-and-mortality-conference.pdf?sfvrsn=a4070b2b\_4