

# **SAMPLE INSERVICE PRESENTATION**

**WHAT DO WE NEED TO INCLUDE AND WHY?**



# **INTRODUCE YOUR TOPIC**

- **EVEN IF YOUR “TEMPLATE” USES ALL CAPITAL LETTERS, IT’S BETTER NOT TO USE THEM**
  - **It looks as if you are shouting when you do use them**
  - **It’s much better to use both upper and lower case letters**
    - **They are also easier to read as long as they are at least a 20 point font size**

# State your objectives

- **These should be stated in measureable terms as something that your audience will be able to do at the conclusion of your presentation**
- **For an hour presentation, it's unrealistic to have more than 5-6 good objectives**

# Outline your topic



- **Use Bullet Points**
- **Refrain from writing out exactly what you want to say on your slides!**
  - **Your slides should really just be something that will remind you what you want to cover but not something that you read word for word to your audience. If you write too much on your slides you will be tempted to read them to your audience**
- **Images can help to break up the slide and illustrate your point**

# Demonstrate something

- **And then...**
  - **Insert an image or the rationale for**
    - **Why the clinician needs to know something**
      - **How the technique can benefit patients**
      - **How the technique should be documented**
      - **How the technique should be billed (CPT codes, etc.)**



# Provide time to:

- **Practice**
- **Answer questions**
- **Provide additional resources for participants who are interested in finding out more information**
- **Participants to complete your surveys**
  - **Coverage of your the content area**
  - **Regarding your ability to teach**
  - **So you have feedback for future presentations**

- **List your references for your audience!**
- **Provide websites too!**

 *Merci*

 Bedankt

 Gracias

**Thank your audience for  
their participation and  
attention!**

*Vielen*  
**Dank**

 **THANK YOU**