

Presentation Skills Program for Dietetic Interns 2014-2015

Goal:

To gain information on how to develop and deliver presentations and techniques to make them better.

Objectives:

Upon completion of this module, the intern will be able to:

- Properly structure a presentation.
- Overcome some common fears and anxiety when presenting.
- Recognize some body-language errors that lower your effectiveness as a speaker.
- Develop and present an effective PowerPoint presentation.

Classroom Activity:

- Attend and participate in Terry Black's *Presentation Skills* class

Assignments:

- Design and deliver a 5-6 minute PowerPoint presentation on August 15th on some issue related to foods, nutrition or dietetics, such as safety of the food supply, a new food product, fiber in foods, reduced fat or calories in foods, snacks, restaurant meals, or sodium. Your target audience is the general public, but it will be only presented to your fellow interns and the PDI staff. Your presentation will also be critiqued by the group.

2014 Program for Dietetic Interns (PDI) Public Health Nutrition Research Seminar Presentation Evaluation

Intern's Name: _____ Date: _____

Evaluator: _____

Please place a large  in the box which most closely describes your evaluation of each.

	DISTINGUISHED (4 pts)	PROFICIENT (3 pts)	APPRENTICE (2 pts)	NOVICE (1 pt)
Poise	Is confident and enthusiastic.	Is at ease with all members of audience.	Is relaxed with close friends and tentative with those who are less familiar.	Is self-conscious and nervous.
Audience Contact	Makes direct eye contact with audience. Uses minimal number of prepared notes.	Often makes eye contact with audience. Uses notes which are mostly words and phrases.	Occasionally makes eye contact but does not sustained it. Ample notes in sentence form.	Avoids eye contact with audience. No serious notes prepared.
Voice	Volume and inflection is effective in emphasizing key points. Rate of speech is good.	Volume and inflection is varied at times. Rate of speech is usually appropriate.	Uneven volume with little inflection. Rate of speech is sometimes rapid/slow.	Low/loud volume and monotonous tone. Rate of speech is either too rapid or too slow.
Organization	Includes introduction and states purpose of presentation. Presents accurate information in detailed and organized manner. Stays on topic.	States purpose of presentation and includes introduction. Presents accurate information in an organized manner. Most essential details are included.	Gives brief explanation of the purpose of the presentation. Presents some information logically. Some important details are missed.	Makes no introduction or explains the purpose of the interview. Presents information in a disorganized manner. Information inaccurate and details missing.
Subject Knowledge	Subject knowledge is evident throughout. All information is clear, appropriate and correct. PowerPoint accurately reflects understanding of research and well researched data.	Subject knowledge is evident. Information is clear, appropriate and correct. PowerPoint reflects some understanding of research and some researched data.	Some subject knowledge is evident. Some information is confusing , incorrect or flawed. PowerPoint has little understanding of research and minimal research data.	Subject knowledge is not evident. Information is confusing, incorrect or flawed. PowerPoint reflects inappropriate research and no research data.
Response to Feedback and Questions	Responds positively to feedback and questions. Is able to clarify and extend ideas. Reflection and projections are well thought out.	Responds positively to feedback and questions. Sometimes is able to clarify and extend ideas. Reflections and projections are adequately thought out.	Accepts some feedback and answers some questions but in some cases appears to be taken off guard. Sometimes is able to clarify idea. Usually does not extended thoughts. Reflections and projections are not fully thought out.	Reacts defensively to feedback and questions. Usually, unable to clarify and extend ideas. No inappropriate reflections or projections are made.
PowerPoint Presentation	Presentation reflects logical, intuitive sequence of information and includes 15 or more slides with graphics. All slides have transitions and effects that work. Back-grounds look good with chosen fonts, styles & colors.	Presentation reflects logical sequence of information and includes at least 10 slides with graphics. Transitions and effects work in only some of the slides. Backgrounds look good with chosen fonts, styles and colors.	Presentation reflects some logical sequencing and includes at least 5 slides. Few if any transitions and effects are placed on slides. Backgrounds clash with fonts, colors and styles.	Presentation reflects no logical sequencing and includes two or less slides. No transitions and effects are used. No backgrounds were chosen to go on the slides.
Audience Involvement	Audience interest is consistently maintained.	Audience is attentive for most of the presentation.	Audience is attentive initially but starts to wander as presentation progresses.	Audience quickly loses their interest.

Please Return This Completed Form To Today's Presenter and Thank You For Taking The Time To Complete This Evaluation Form.

The information you provide will help our interns in their quest to better educate the public about nutrition topics.

Missouri Department of Health and Senior Services, Bureau of WIC and Nutrition Services, Program for Dietetic Interns