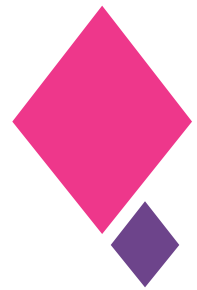


# Making a Presentation or Poster Workshop



|   |       |   |
|---|-------|---|
| P<br>R<br>O<br>G<br>R<br>A<br>M<br>M<br>E | 09.00 | <b>Registration</b>   |
|   |       | <b>Welcome and introductions</b><br><i>Representative of the healthcare organization</i><br><i>Healthcare Quality Quest workshop leader</i>   |
|   |       | <b>Getting ready for a presentation — Controlling in advance what you can control</b><br><i>Brief presentation</i><br><i>Participants work in small groups to define requirements and expectations for a presentation</i>   |
|   |       | <b>How to prepare a presentation — Practical hints for thinking through what you are going to show and say</b><br><i>Brief presentation</i><br><i>Participants work in small groups to identify possible content for a presentation</i>   |
|   | 10.45 | <b>Break</b>  |
|   | 11.00 | <b>How to prepare a presentation (continued)</b>  |
|   | 12.30 | <b>Lunch</b>  |
|   | 13.30 | <b>How to prepare yourself to give a presentation — Practical hints for getting yourself ready</b><br><i>Brief presentation</i><br><i>Participants prepare and then give a short presentation</i>   |
|   | 15.00 | <b>Break</b>  |
|   | 15.15 | <b>How to use feedback on a presentation — The basis for developing confidence</b><br><i>Participants decide how to use feedback to improve</i><br><b>How to prepare a poster for presentation at a conference — Practical hints for laying out a poster or storyboard</b><br><i>Brief presentation</i><br><i>Participants outline a poster</i> |
|   | 16.30 | <b>Workshop evaluation and adjourn</b>  |