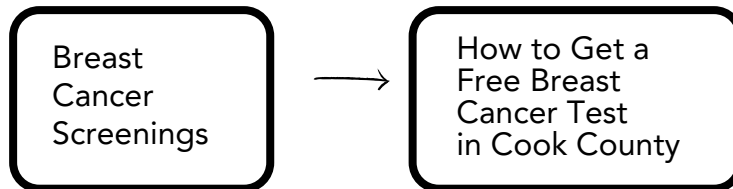


Creating Helpful Community Presentations

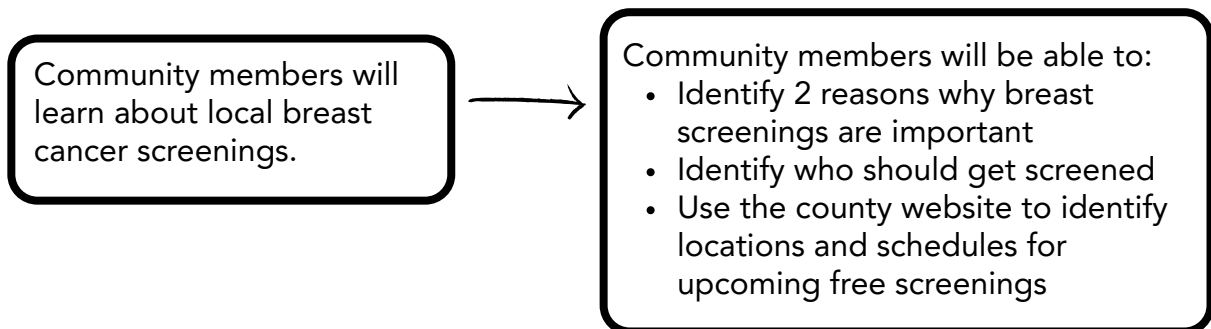
Do you do in-person or virtual presentations as part of your job (or support someone who does)? Review these tips and then think about how you might apply these ideas.

1 Have a clear purpose, not just a topic. This way your participant will know what they will get out of the presentation.

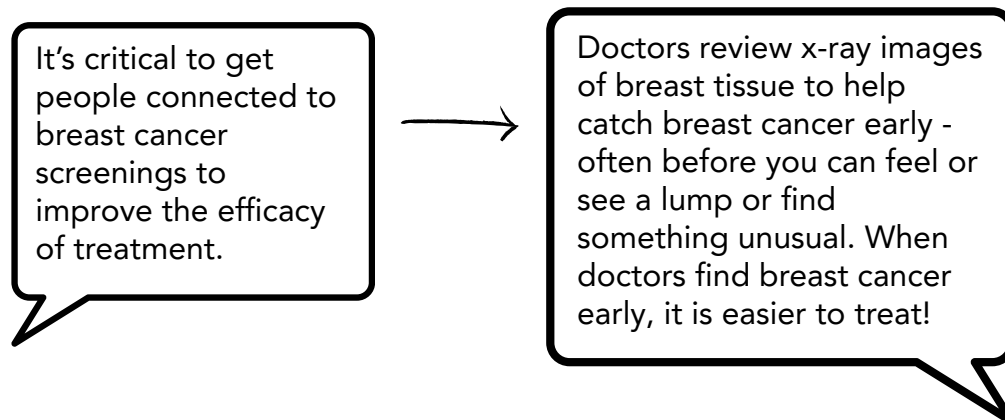


2 Aim to have 2-4 goals for the presentation. Think of these as actions people will be able to do or will better understand after the presentation. This can help you make sure the content matches what you want people to be able to do.

If it helps, you can start with the phrase: *Community members will be able to...*



3 Use plain language. This means explain ideas in a logical order, break information up so it's not overwhelming, be specific, and use familiar language. For important new terms people need to know, make sure to explain well.

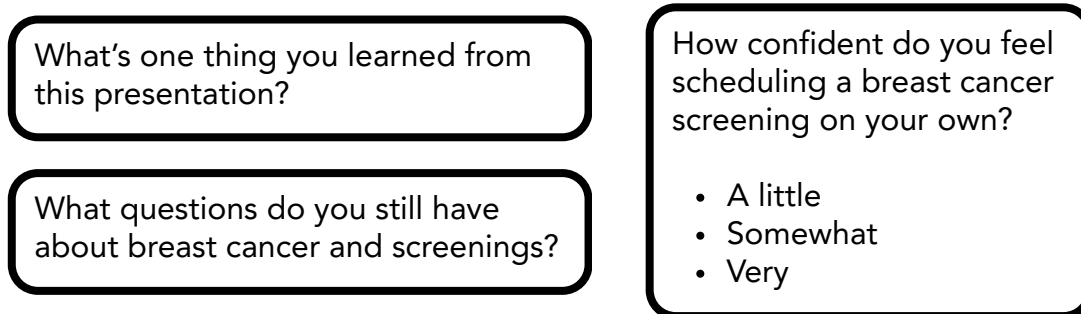


4 Build in questions and activities - even in short presentations. You can...

- Ask participants what they already know about a topic or want to know
- Present common scenarios and ask participants what they might do or what they would want to know more about
- Have participants brainstorm solutions to a common challenge related to the topic



5 Get some quick feedback. Ask people to fill out a brief survey - this doesn't have to be fancy. You can even just use recycled paper and ask participants to list something they learned, something they have a question about, and something they want to know more about. See what YOU learn from the results. Any surprises?



Thinking Through Presentations

1. What is the purpose of the presentation?

2. Who is the MAIN audience? (*Black suburban women over 45, LGBTQIA-identifying youth under age 25, residents of X town, etc.*) How is the presentation tailored to the audience?

3. After the presentation, participants will be able to...

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If you have done this presentation before:

4. What has gone well when you have done this presentation in the past?

5. How do you get feedback about what people learned or still have questions about?

6. What is an area you would like to explore further?

Bonus: Do you have a handout or “takeaway” so that participants can remember the most important ideas? If no, could you make a simple document?