



Faculty Guide

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Presentation Guidelines & Best Practices

Must Dos:

- Slides should have a light background and dark type
- Images of patients should be deidentified
- Permission must be obtained for all images (including cartoons, internet pictures, No water mark images!)

Best Practices:

- 7 lines per slide is recommended
- 28 point font or greater—we have a very large room
- Stand 8-10 feet from your computer monitor to test readability from the back of the room
- Consider bold for all text
- Consider landscape orientation for photos and limit text on the slide—the picture is the key
- Consider a separate ‘handout’ for take away information
- Slide set should not be your notes of what you want to say

Educational Best Practices:

- You are addressing a gap—what aren’t people doing? What do you want them to do? Do they not know what to do? How to do? Or are there other barriers to address?
- Include disclosure
- Include Objectives
- Include a Practice Change slide
- Expect people to walk away with 1-3 key points
- Ask people to commit and have them write it down.

Assumptions and principles of Adult Learners*

- **Self-concept.** Adult learners have a self-concept. This means that they are autonomous, independent, and self-directed.
- **Learning from Experience.** Experience as a rich resource of learning. Adults learn from their previous experiences. Thus, it is a good repository for learning.
- **Readiness to Learn.** Adults tend to gravitate towards learning matters that matter to them. Their readiness to learn things is highly correlated with their relative uses.
- **Immediate Applications.** The orientation of adult learning is for immediate applications rather than future uses. The learning orientation of adults tends to slant towards being task-oriented, life-focused, and problem-centric.
- **Internally Motivated.** Adults are more motivated by internal personal factors rather than external coaxes and pressures.
- **Need to Know.** Adult learners have the need to know the value of what they are learning and know the why’s behind the need to learn them.

*[The Andragogy Approach: Knowles' Adult Learning Theory Principles | Research.com](#) by Imed Bouchrika

Things to consider:

- If people are reading your slides, they aren’t listening
- Lectures have a 15% retention rate—what can you do to make it stick?
- The slides to the right illustrate the same information
Listening to information when viewing a complimentary picture/image leads to better retention than reading the information as text only while listening or reading the information, viewing the picture and listening at the same time. Meaning: if the speaker uses the top slide and reads/says the information the learner will retain LESS of the information than if the speaker read/said the same information and uses the slide on the bottom.

Figure 2: The Learning Pyramid

