# Presentation Components to Tell Your Improvement Story*

**Tell a STORY. (under 1 min)** How has or will the improvement impact patients, families, clinicians and/or staff? Remember that your project has real world implications. It is helpful to put a face on your project to draw your audience and make your project more tangible.

**Describe the IMPACT of your project. (under 30 secs)** Why does your project matter? What is at stake both at a departmental and community level? It may be helpful to tie this with your story.

**Remind us of your AIM STATEMENT. (under 30 secs)** It is helpful to include your aim statement and what you are trying to achieve.

**What CHANGES/INTERVENTION have you made? (1-2 min)** What changes are you and your team testing? Have there been any new changes you have tried since last time?

**What are the MEASURES and RESULTS from your change/intervention? (1-2 min)** What are you measuring and what is the data telling you? Are there any trends?

*These are suggested time guidelines for a seven-minute presentation. Adjust your time accordingly depending on the length of your presentation.

# Presentation Components to Tell Your Improvement Story*

| | |
|---|---|
| | **What is your SUSTAINMENT PLAN?** **(1 min)** How do you and your team plan on having the changes continue after the program? |
| | **If applicable, how do you plan to SPREAD your change/intervention?** **(about 30 secs)** Not all projects are here yet, so this is not required for your presentation. |
| | **What are some of your KEY LEARNINGS?** **(under 2 min)** What have you learned from your experiences with your changes/interventions? Consider some key takeaways that you would share with other people who are doing similar work. |
| | **What are your FUTURE PLANS for your project?** **(under 1 min)** What are your next steps? Will you make any changes to what you are already doing? |

*These are suggested time guidelines for a seven-minute presentation. Adjust your time accordingly depending on the length of your presentation.

# General Presentation Tips

| | |
|---|---|
| | **Consider your target audience.** What does your audience already know about your project? You may have audience members who may not be as familiar with your topic. Make sure to balance the amount of time to provide context around your project along with building on existing knowledge. Consider getting insight on your audience's baseline knowledge of your topics before your presentation and adjust accordingly. |
| | **Practice your presentation to ensure that you are within the time limit.** For high stakes presentations, it best to practice at least once with an audience. Consider using a team or coaching meeting to practice. Practice presentations can also help you get insight on pacing, body language, and other mannerism that may affect the delivery of the presentation. |
| | **Pay special attention to the readability of your slides.** Use big font and colors. Avoid abbreviations. If you must use abbreviations spell it out at least once on the slide. Try to use pictures rather than text if possible. Test out your slides. Can it be read from the back of the room? Will the picture quality deteriorate when projected on a large screen (get fuzzy)? |
| | **Leave time for questions.** Audience feedback is invaluable. However, you may miss out on their insight if you run over time. Remember when presenting in front of an audience your presentations often tend to take more time than anticipated so leave extra time at the end just in case. |