



The Magic Ingredients of Great Presentations

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Goals of This Session

- Helping to define and fine-tune great presentation ideas
- How to build out a successful presentations
- Defining best delivery skills for presentations



Magic Ingredients

- ✓ Speaker
- ✓ Audience
- ✓ Connection
- ✓ Confidence (fake it til ya make it!)



Presentation Roadmap

- What does my audience know? (and what don't they know, if it's important?)
- What do they believe, or think they know?
- What do they feel?
- What do they do?



Presentation Roadmap

- What would I like them to do **after** my presentation?
- What should they **feel**, to make them want to do that?
- What do they need to **believe**, so they feel that way and take those actions?
- What do they need to know **afterwards**?



Presentation Roadmap





Coming up with Great Idea

What are you passionate about? What are you good at? Think about your personal experiences, things you love to do, things people come to for advice. Ask others what they learn from you.



You've Got an Idea, now what?

Jot down the list of why's:

1. Why is this topic of interest to you?
2. What makes you particularly good at it?
3. Why should people hear about it?



Focus!

Narrow down your topic – Think “developing a comprehensive budget” vs. “how to submit a proposal” – ensure it’s concise!

Remember – an hour goes fast!!

Write down specific “stories” or situations that relate.



Ready to submit!!! What do you need?

1. Title – remember be catchy!
2. Objectives – remember to be concise!
3. Abstract – this explains why they need to hear your session!



Title Time - Make it catchy!

Think about a title that will catch people's attention. Consider using questions and/or humor. Try using AI to help be creative.

ChatGPT Entry

I need a title for a presentation about baking the softest and best chocolate chip cookies. I want the title to be catchy, possibly using humor. Please provide me with several options.



ChatGPT Results

- "The Science of Soft: Unlocking the Secrets to Perfect Chocolate Chip Cookies"
- "Chewy, Goopy, and Oh-So-Soft: The Ultimate Cookie Quest"
- "Flour Power: Baking the Softest Chocolate Chip Cookies Ever"
- "Bake It Till You Make It: Mastering the Art of Soft Chocolate Chip Cookies"
- "The Great Cookie Conspiracy: Why Soft is Superior"
- "Doughn't Overthink It: The Secret to the Softest Cookies"



Abstract:

Think of this as your project summary for a grant

“This session will teach the audience the very best method to make the softest and gooiest chocolate chip cookies that everyone will rave about. We will discuss three main components, what chocolate to use, how to expertly mix the ingredients together, and how to know when they are the perfect doneness....”



Write your 3 learning objectives:

1. Be concise
2. Be clear
3. Be reasonable – you aren't going to make someone a master baker in 75 minutes.

Example: 1) attendees will learn how to decide what type of chocolate to use 2) attendees will gain knowledge on how to mix together the ingredients for the right consistency, and 3) attendees will learn how to determine when to remove the cookies from the oven.



Building a Presentation

What is the goal? Start at the end.
Outline it.

Consider using 1 slide per line item.

Perfect is the enemy of good.





Building a Presentation

In PPT, don't overload slides

Can use slides as a guide and/or as after-the-fact reference material.

Make sure slides make sense on their own



Building a Presentation

GOOD

The Rule of Three

Breaking your slides into 3 concepts helps to:

- 1 Give a compelling structure to your presentation
- 2 Keep it simple
- 3 Keep your audience engaged



slidemodel.com

BAD

What is a Prioritization Framework?

A prioritization framework is a structured approach or methodology used to make informed decisions about the allocation of resources, time, or attention to various tasks, projects, or goals. It helps individuals or organizations determine what should be done first, what can be delayed, and what might not be worth pursuing at all. Prioritization frameworks are commonly used in business, project management, personal productivity, and various other contexts to ensure that efforts are focused on the most important and impactful activities.

Here are some key elements and principles commonly found in prioritization frameworks:

1. **Criteria:** Establish clear criteria or factors that will be used to evaluate and rank items for prioritization. These criteria could include factors like importance, urgency, cost, potential return on investment, alignment with strategic goals, and feasibility.
2. **Scoring or Weighting:** Assign points or weights to each criterion to reflect their relative importance. This helps in quantifying the importance of each factor in the decision-making process.
3. **Data Collection:** Gather data and information relevant to the items being prioritized. This could involve market research, financial analysis, customer feedback, or other sources of information.
4. **Ranking:** Apply the criteria and scoring to each item to create a ranked list. This list represents the order in which items should be addressed or pursued.
5. **Review and Adjustment:** Regularly review and update the prioritization list as circumstances change or new information becomes available. Priorities may shift over time.
6. **Resource Allocation:** Allocate resources (such as time, budget, and manpower) to the top-ranked items according to the established priorities.
7. **Communication:** Communicate the prioritization decisions to relevant stakeholders, teams, or individuals to ensure alignment and understanding of the chosen priorities.

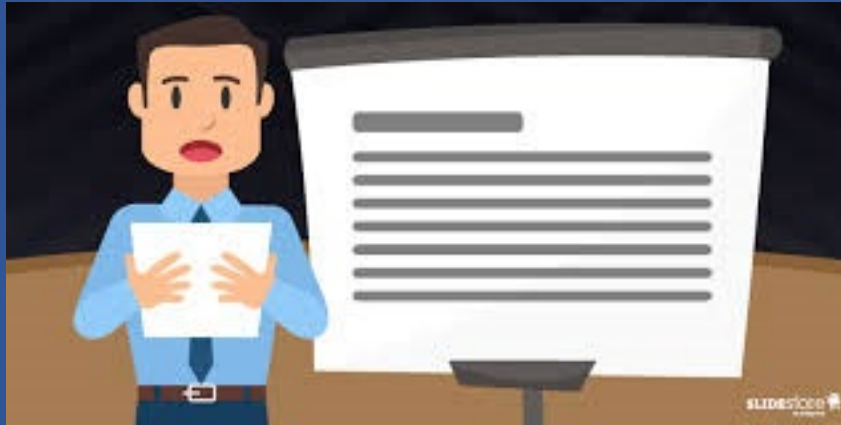


Delivering a Presentation

- Don't read slides
- Entertain
- Engage audience (bi-directional)
- Delivery

Delivering a Presentation

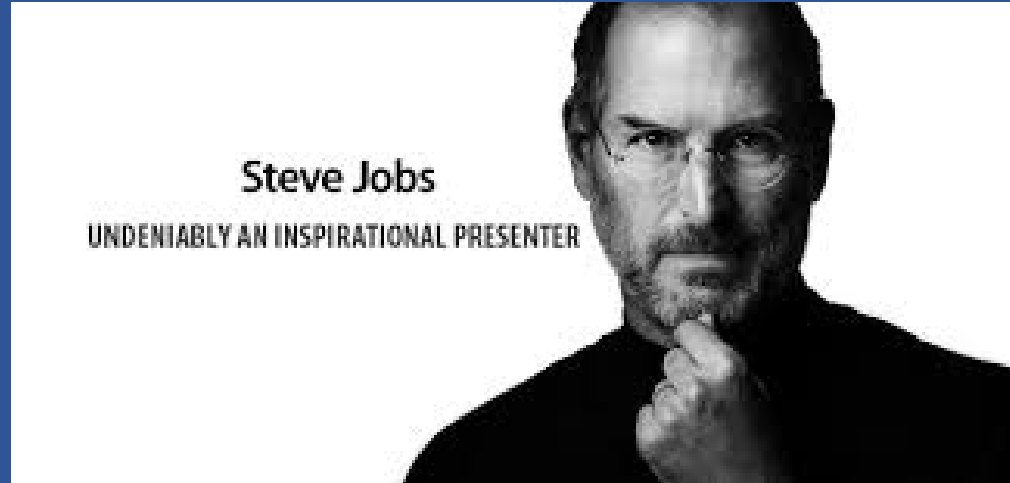
NO BUENO





Delivering a Presentation

BUENO





Delivering a Presentation

- Understand your audience
- Structure your content
- Visual aids
- Practice, practice, practice
- Confident body language
- Storytelling & humor
- Voice projection
- Engage with your audience
- Keep it concise





Taming the nerves

- We all get nervous!!! Totes norm
- Techniques (breathing – picturing something funny)
- Don't be too serious! If you mess up,
IT'S OKAY



Questions? Comments?



WHY IS THERE NO
"W" IN "ONE", BUT
THERE IS A "W" IN
"TWO" AND WE DON'T
USE IT?



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