

This is an example of a handout that you can create for your talk that has key takeaways for your audience. I use this when I give a talk about “How to Give a Talk” 😊

Key Question: What are some strategies you can implement to increase the effectiveness of your talks?

Goals of a Didactic

- Provide an organized framework for learners to organize their thinking
- Inspire and engage learners to read more about a topic

Steps to creating a didactic talk

Material organization

Step 1. Define Your Question

- Construct a central question that is relevant and unreadable (e.g. “How a rheumatologist thinks about....”)

Step 2. Build a Framework

- Organize your material to focus learners on the most important take away(s)
- The GOAL is the destination and the OBJECTIVES are how we get there

Step 3. Create Sections, Sub-Goals, and Themes

- Consider audience attention spans, transitions, and timeliness
- Construct a goal for each section
 - Each section should relate back to your central question

Step 4. Create a Handout

- Align the handout with the didactic framework
- Keep it short, easy to refer back to, and intentionally incomplete

Creating your talk

Step 5. Craft Your Talk

- Circle the correct answer: More/Less detail is generally better
- Focus on reasoning and approach
- Repeat key points

Step 6. Design your AV materials

- Choose AV that supports your framework
 - For slides: simple is better: don’t distract from your framework
 - Keep dual coding theory in mind when creating your materials
 - A good source of rheumatology images is the ACR Image Library
 - Your images should be high resolution

Step 7. Combine AV and Talking Points

Step 8. Practice, practice, practice

- Never read your slides
- Assess organization and transitions
- Revise: remove detail, build in summaries, repetitions, connections, and hone transitions

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Delivery

Step 9. Bring enthusiasm

- Be explicit about content rationale
- Show your investment in the topic

Step 10. Move around

- Scan the audience frequently, but not excessively
- Change your inflection: monotones are boring and a lost opportunity to demonstrate emphasis
- Do not stand in one place –especially if it is behind a podium

Step 11. Keep the learners involved

- At the beginning of your talk, you can ask “Before I start, what questions do you have?”
- Ask obvious and yes/no questions to draw in learners
- Encourage learners to offer answers, even if wrong, to show you value and encourage their participation
- Create handouts that the learners must fill in throughout the lecture
- Evaluate and adjust your lecture based on learner input
 - Alter your pace
 - Review key points frequently

Step 12. Stop Frequently for Questions

- Read facial expressions and body language
- Use questions to gauge their understanding and adjust your pace
- An alternative to “Any questions?” is “what questions do you have?”

Step 13. Stick the landing

Repeat framework and key points

- Reiterate rationale
- Provide resource guide to reading
- Your summary points should not be too vague
- A good question you can ask at the end of a talk: “what are you taking away from this talk?”