

**New Jersey Psychological Association  
Council on Continuing Educational Affairs  
Tips for Program Instructors**

*These tips come directly from past NJPA program attendee program evaluations. Please read through them before your presentation to ensure a great presentation experience for you and the audience.*

**❑ Creating your slides presentation -**

- ❑ Slides should enhance your presentation, and not include verbatim what you are discussing.
- ❑ Do not read directly from slides.
- ❑ Do use graphics, charts, pictures, and other visual media to emphasize your points.
- ❑ Avoid bullet points and slides merely serving as an outline for your presentation.
- ❑ Create contrasting slide foreground and background colors for easier viewing and reading. Use large font sizes and minimal text.
- ❑ Prepare sufficient material to fill the time period allowed for the program. Consider timing your presentation when preparing it;
- ❑ Be sure that slide packages used for multiple presentations are updated for the NJPA program content and any slides that do not apply to the NJPA program should be removed.

**❑ Getting organized before the program begins -**

- ❑ Speak with your NJPA Program Liaison (PL) before your presentation about the Audio-Visual (A/V) setup.
- ❑ Arrive early to ensure proper microphone placement and plan your appropriate distance from the podium. Clear sound is essential.
- ❑ Do not abandon the microphone while speaking. If there are any issues with your audio or slides, pause and ask your PL or A/V staff for help. Do not continue a presentation with poor sound.
- ❑ Ask your PL or venue staff to close doors and keep them slowed throughout the presentation. This help control extraneous noise.

**❑ Beginning the program-**

- ❑ Let the audience know when you will stop for a break.
- ❑ Watch time carefully and stick to your designated times for breaks.

**❑ Taking audience questions -**

- ❑ Hold questions until a specific Q&A period. Taking questions throughout the presentation can lead to a disorganized presentation and not following the objectives.
- ❑ Repeat all attendee questions to ensure that everyone in the room can hear the questions and answer the questions directly.

□ Presence on the stage -

- Maintain an appropriate delivery pace for your materials. This keeps the audience engaged and the energy level high. It also helps ensure materials are fully covered by the end of the presentation.
- Incorporate significant case material, clinical applications, and clinical vignettes into your presentation when possible, and use diverse cases.

□ Delivery of the program content -

- Emphasize evidence-based approaches.
- Clearly state when more research is needed or if a technique is experimental.
- Present current research whenever possible.
- The presented material needs to be appropriate for post-doctoral psychologists, even introductory level should have the appropriate sophistication level. For example, do not review diagnostic criteria for common conditions such as mood and anxiety disorders.
- Do not assume or depend on the audience having read pre-presentation materials, unless your presentation requires it and the audience knows this in advance.