

Overview

This standard is about preparing for and effectively delivering giving presentations to groups. The groups could be colleagues or support groups or others in the community requiring information about a topic that is within your area of work.

The activities relevant to this standard includes setting aims and learning outcomes, lesson planning, resource preparation, effective communication and audience interaction during the delivery of presentations, while adhering to relevant legislation and safety protocols. The standard also includes the importance of reflective practice and using tools to evaluate presentations to inform continuous improvement of presentation skills.

Users of this standard will need to communicate effectively to meet individuals' needs and wishes and work in line with health and safety legislation, policy and practices.

Performance criteria

You must be able to:

- P1. Identify the purpose and intended outcomes for the presentation in collaboration with stakeholders.
- P2. Confirm the time and location of the presentation, the resources available and expected attendees.
- P3. Construct aims and learning outcomes for the presentation appropriate for the audience and the time available.
- P4. Research the topic area, checking information is accurate, up to date and evidence based.
- P5. Design a lesson plan to inform the delivery of the presentation in accordance with the size and needs of the group.
- P6. Prepare the resources required to deliver the presentation and where required ensure they are provided ahead of time.
- P7. Develop contingency plans in case of equipment failure or other problems
- P8. Explore a range of coping strategies for presentation nerves and use techniques that would assist in managing the audience.
- P9. Seek support from supervisors or mentors if necessary
- P10. Introduce yourself and the purpose of your presentation including when and how questions should be asked
- P11. Communicate effectively at a pace, manner and level appropriate to the needs and preferences of the individuals.
- P12. Manage audience interaction by handling questions, responding appropriately or recognising where you need to seek further information to feedback at a later date.
- P13. Manage the timings according to the proposed schedule to allow attendees or following presenters to manage their schedules
- P14. Design and implement an evaluative tool to assess the effectiveness of the presentation to inform further improvements.
- P15. Reflect on your own performance and identify changes that will improve future presentations
- P16. Work safely at all times and in accordance with all relevant legislation, guidelines, policies, procedures and protocols

Knowledge and understanding

You need to know and understand:

- K1. The importance of understanding the intended purpose of the presentation to effectively prepare and meet stakeholder requirements.
- K2. How to construct a concise aim and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) learning outcomes
- K3. How to design and create a lesson plan and the importance of the different factors that must be considered
- K4. The range of resources, including technology, available to support delivery and facilitation of presentations.
- K5. Methods to deal with adverse incidents
- K6. The range of coping strategies and how to apply these
- K7. Different methods of communicating and how to apply these.
- K8. The importance of taking account of the audience's preferences and needs to ensure effective communication.
- K9. The different methods that can be used to evaluate the effectiveness of the presentation.
- K10. How to apply appropriate models for self-reflection to inform personal and professional development.
- K11. how to complete and safely store all relevant documentation in accordance with organisational requirements

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