HiFlex Physio Presentation Guide

HiFlex Physio

Presenting Documents

Presenting documents to clients, officers, managers, etc. may seem simple but HiFlex Physio takes it very seriously as any document circulated is considered a business document.

Here are HiFlex Physio' guidelines in presenting documents:

1. Documents must have specific files names related to the content.
   - For example, Quarterly Equipment Procurement Proposal.doc is much more sensible than Proposal.doc.
2. Dates or version control numbers are incorporated in the documents' file names.
   - Documents that have gone through multiple changes or revisions would benefit from this. For example, rather than overwriting a previous version, it is best to save the newer version as FileName_DDMMYYY.doc or FileName_vX.X.doc.
3. Document should always have a cover page.
   - Cover page includes the title and the name of the sender or producer of the document. It also includes the date the document was produced and sometimes the version numbers.
4. Documents should be easy to navigate.
   - Make use of headings to make it easy to jump from one section to another.
   - Always include page numbers.
   - Create a table of contents.
   - Use noticeable section headings per section.
5. Always double check the document.
   - Conduct grammar and spelling checks.
   - Review it against the organisational style guide.
   - Make sure fonts used are consistent and are readable.

Presenting PowerPoints

When HiFlex Physio employees present PowerPoints, whether to clients or internal personnel, they must ensure to comply with the following guidelines:

1. Each slide must:
   - Contain no more than six to eight lines of text

     This prevents your slides from looking too condensed. This also allows ensures that information presented in the slide are the highlights of that point of the discussion.

     Presenters are expected to elaborate more on the information presented in each slide. Thus, slides must not contain lengthy explanations.
   - Have a clear header on what the information currently shown is about

     Slides regarding the same topic must have the headers duplicate to guide the audience.
   - Have concise, clear, and direct information.
2. Include visuals (pictures, tables, charts, or graphs) where applicable during the presentation. This allows you to:
   - Keep audience engaged
   - Present large amount of information in an organised manner
3. Presenters are encouraged to use presenter notes.

Because presenter notes allow presenters to plan the information they will be discussing ahead of time, this ensures:

- That presenter is able to discuss all the information planned for each slide
- Presentation is systematic
- Transitions between topics are smooth.

4. Allow time for audience to ask questions about the presentation.
   - Depending on the length of the presentation, these may be held at certain segments of the presentation (e.g., in between topics) or at the end of the presentation.