A six-step framework

Step 1—Set learning outcomes
What do you want the learners to know, be, do, or feel at the end of your lecture?

Step 2—Create closure
What learners hear last, they will remember.
How will you express your take home message?

Step 3—Design a structure
Set: How will you start the lecture? You only have between 7 and 20 seconds to engage the learners. If you haven’t managed it in this time, they will lose concentration.
Dialogue: How will you structure the main learning into distinct steps/activities? Stick to 3–5 major learning points. Get the learners actively involved.
Closure: Plenary and take home message. Check that everything you include in your lecture leads to this.

Step 4—Spice it up and edit it
Add—interesting cases or anecdotes.
Take Away—anything not needed to get your message across.
Remember, less is more!

Step 5—Prepare resources
What slides, handouts, props are required?

Step 6—Practice and refine
Work on your presentation skills and timing.
Practice your presentation in front of a small audience.