Power Point

- Slides are for the audience; puts emphasis on your presentation; provides focus and visual aids.
- Slides are not speaker’s notes. Speaker’s notes are for you; to help you remember what to say.

Other presentation styles
✓ Just talk.
✓ Flip charts or posters; props.
✓ Discussion.
✓ Participation not presentation.
✓ Handout detail information so audience can follow along as you talk or take away with them.

Preparation

What information do I need to tell people?

Who is your audience?

How long will your talk be?

What is the best way(s) to present information?
**Power Point - Less is More: Simplicity, Clarity, Brevity**

**Word Slides**

- Highlight key points; remove extra text.

- Add a picture

- One point or idea/slide
Power Point - Less is More: Simplicity, Clarity, Brevity

- Remove text (and put it in your speaker’s notes) to aid discussion

**Selecting the Best Solutions**
Consider the following
- The cost to design the solutions
- The cost to implement the solutions
- The resources required
- The timing or window of opportunity
- The impact to the overall goals
- The reduction of risk (probability and consequence).

**Chart or Table Slides**
- Highlight the key message on the chart

**Resources**
- www.powerpointninja.com
- www.ellenfinkelstein.com