

Power Point - Less is More: Simplicity, Clarity, Brevity

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



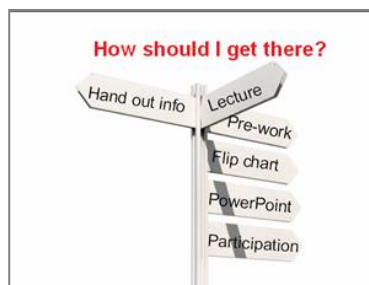
What information do I need to tell people?



Who is your audience?



How long will your talk be?

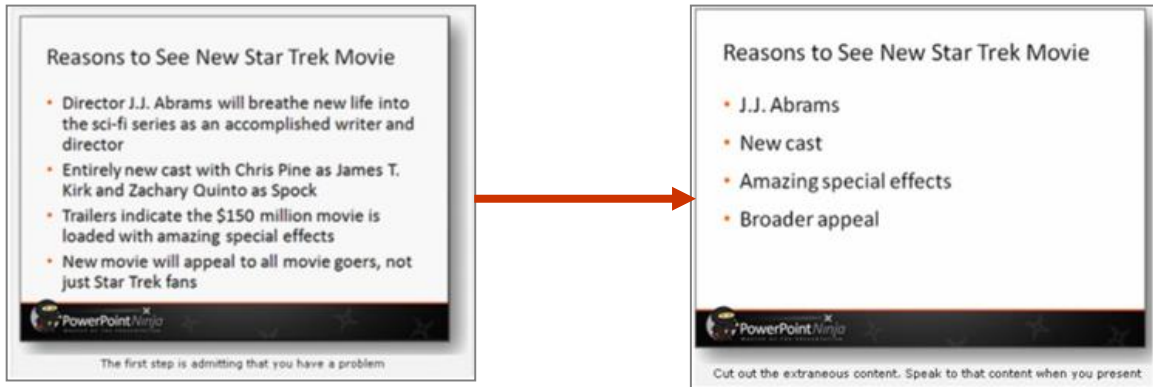


What is the best way(s) to present information?

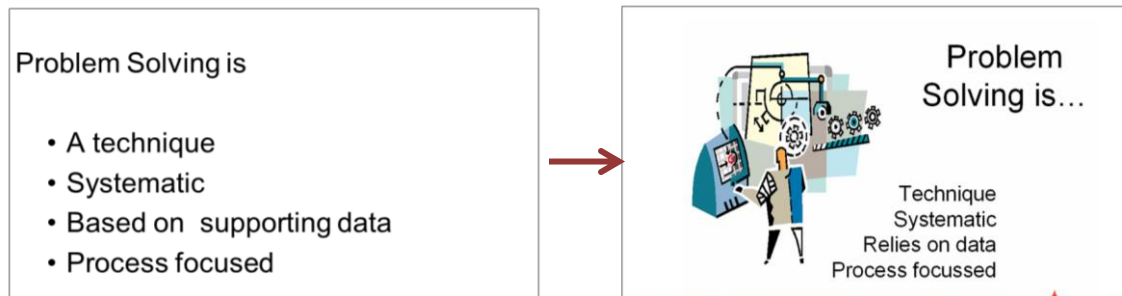
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Word Slides

- Highlight key points; remove extra text.



- Add a picture



- One point or idea/slide



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

Selecting the Best Solutions

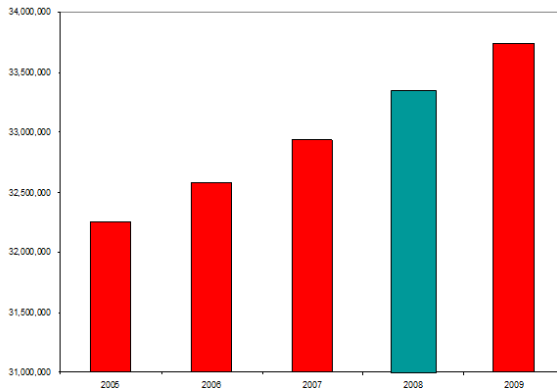
Consider the following

- 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



- Remove extra information that overshadows the key message. Simplify table to show only the key message

	International patients	Canadian patients	Totals
02/03	38	53	91
	42%	58%	100%
03/04	48	58	106
	45%	55%	100%
04/05	52	39	91
	57%	43%	100%
05/06	40	44	84
	48%	52%	100%
06/07	55	41	96
	57%	43%	100%
07/08	36	33	69
	52%	48%	100%

Year	International patients	Canadian patients
02/03	42%	58%
03/04	45%	55%
05/06	48%	52%
05/06	57%	43%
07/08	52%	48%

Resources

www.powerpointninja.com

www.ellenfinkelstein.com