

PRESENTATION CONTENT



SHOW YOUR LOGIC

- Outline a clear thought process
- Support your recommended solutions with evidence / proof
- Don't include unnecessary, distracting information

PRESENTATION FORMAT



PRESENTATION SLIDES

- NO MORE than 5 lines of text per slide
- 25 word MAX per slide
- Make sure font is large enough to see from back of a classroom
- Use bullet points, NO PARAGRAPHS
- Use font color, background color, graphs, etc. that can be easily read

POWERPOINT LAYOUT

- Headings, subheadings, and logos should show up in the same spot on each frame
- Margins, fonts, font size, and colors should be consistent with graphics located in the same general position on each frame
- Lines, boxes, borders, and open space also should be consistent throughout

FONTS

- Font Style Should be Readable – Recommended fonts:
 - Arial
 - Tahoma
 - Veranda
- Standardize the Font throughout the presentation

FONT SIZE



- The larger, the better. Remember, your slides must be readable, even at the back of the room
- This is a good title size 40 point
- A good subtitle or bullet point size 32 point
- Content text should be no smaller than 24 point

FONT SIZE

- Combining small font sizes with bold or italics is not recommended:
- What does this say? *Garamond Font, Italic, Bold 12pt.*
- This is very difficult to read. *Times New Roman Font, Bold, 12pt.*
- *This point could be lost. Century Gothic Font, Bold, Italic, 14pt.*
- No one will be able to read this. *Gill Sans Font, Condensed Bold, 12pt*
- *Don't Sacrifice Readability for Style*
- **DON'T SACRIFICE READABILITY FOR STYLE**
- Small fonts are okay for a footer, such as:



CAPS AND ITALICS

- DO NOT USE ALL CAPITAL LETTERS
 - Makes text hard to read
 - Conceals acronyms
 - Comes across as YELLING (use bold for emphasis instead)
- *Italics*
 - Used for “quotes”
 - Used to highlight thoughts or ideas
 - Used for book, journal, or magazine titles

TEMPLATE

- Use a set font and color scheme
- **Different styles are** disconcerting to **the audience**
- You want the audience to focus on what you present, not the way you present

TEMPLATE

Use the Same Background
on each Slide



Don't use multiple
backgrounds in your
presentation

Changing the style is
distracting



COLORS

- **Reds** and **Oranges** are high-energy but can be difficult to stay focused on.
- **Greens**, **blues**, and **browns** are mellower, but not as attention grabbing.
- **Reds** and **Greens** can be difficult to see for those who are color blind.

SOME COMBINATIONS TO AVOID

- Green on Blue
- Dark Yellow on Green
- Purple on Blue
- Orange on Green
- Red on Green

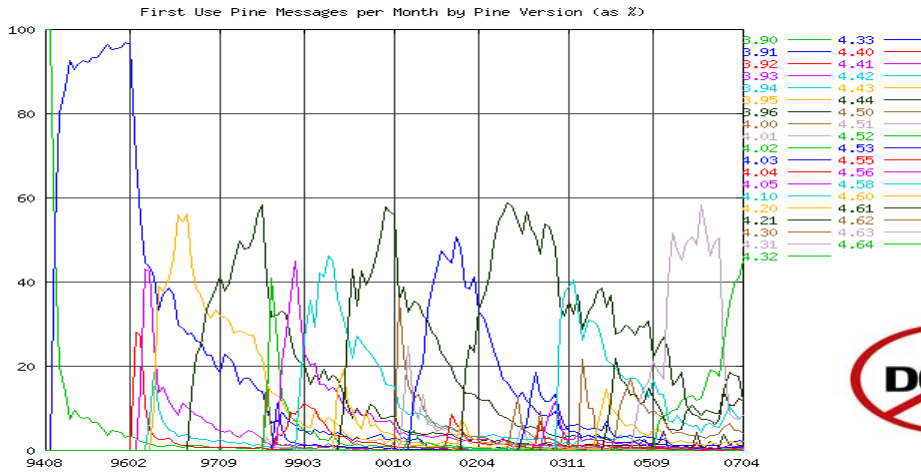


GRAPHS AND CHARTS

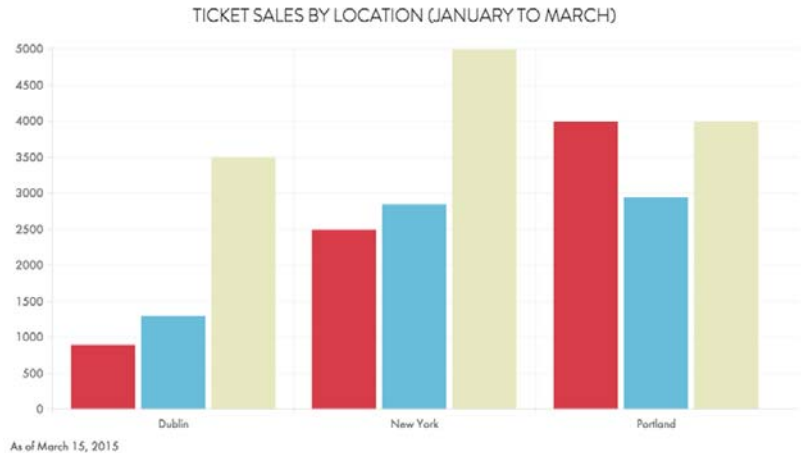
Make sure the audience can read them!



GRAPHS AND CHARTS



GRAPHS AND CHARTS



ILLUSTRATIONS

- Use only when needed, otherwise they become distracters instead of communicators
- They should relate to the message and help make a point
- Ask yourself if it makes the message clearer
- Simple diagrams are great communicators



LIMIT ANIMATIONS

- Using more than one can be very distracting
- The audience will only see the animation and not the message you're trying to get across



REMEMBER

- Do not use the PowerPoint to hide you
- The audience came to SEE you
- The PowerPoint should ENHANCE the presentation, not BE the presentation

PRESENTATION DELIVERY



STAND PROUD

- Stand up straight
- Don't fidget
- Stay still (especially when a team member is talking)
- Project your voice
- SMILE!

CONNECT WITH THE AUDIENCE

- Introduce yourself
- Make eye contact to pick up on non-verbal signals (e.g., confusion, question, agreement, etc.)
- Don't turn your back to the audience
- Ask questions to engage the audience

TAKE YOUR TIME

- Remember to **breathe**
- Use pauses to catch your breath and allow audience to absorb what you are saying
- Don't rush!

KNOW YOUR STUFF

- Use notecards with key bullets (not full sentences) if needed
- Don't read the slides
- Practice! Practice! Practice!

SEE IT IN ACTION!



JACKSON HEALTHCARE – CASE CHALLENGE



- https://drive.google.com/file/d/1FdWet2GEPa8S_Z6gilaf0S8MwAlGujoW/view?invite=CPT2-cl&ts=5b0ec8e5

BE CREATIVE!!!

