

Presentation tips:

Presenter

- Focus on why you are there instead of who you are or objectives
 - Show them you care about them and why they are there
- You are the presentation the PPT is a visual tool
- Know your audience- They matter!
 - They do not make decisions based on what they see or hear but on what they feel. The “gut” guides more than the brain.
- Ask for interaction from the beginning and let them know to expect it. A simple raise of hands or stand up if you _____ works well.
- Build-in audience interaction
 - Every 7- 10 minutes is best to bring them back in
 - Use a flip chart and have a volunteer write responses
- Know your topic
 - Don't talk about everything just the most interesting and or necessary points
 - Practice
- Add short videos that tell the story
 - Video clips from clients, stakeholder, students, faculty, community members and others
 - First frame the video by introducing it
 - Call attention to what they are looking for in the video
 - Follow up after the video is played
- Use storytelling
 - Instead of telling, enthrall them with a story that has facts peppered in it.
- Use non-verbal communication
 - Be generous with gestures
 - Smile, Smile, Smile!
 - Move around if possible
 - Don't worry about walking in front of the screen
 - Just don't call attention to it
- Verbal Communication
 - Use no offensive humor
 - Be willing to laugh at yourself
 - Do not read text off slides. When you read off slides, you become a “drone”

PowerPoint Slides

- “A picture speaks a thousand words.”
 - Visual trumps written word for the majority of people
 - People read faster than you speak. The brain has to choose one thing to focus on.
- Bullet points
 - Less is more
 - 3-word challenge

- Remove unnecessary words from sentences to form 3 word bullet points (5 max)
 - Slides are friendlier
 - Your pace improves
 - Creates intrigue
 - You fully explain the concept instead of the slides doing it for you
 - Flushes out ideas
- If you must use many words, use a short bullet point first, and then after explaining the point have the description text appear.