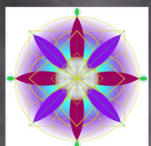


Delivery Tips for Presenting with PowerPoint



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Hello there!

Given you have downloaded this guide, I imagine you are using PowerPoint for a presentation or as part of a training program and want to make the most out of the experience.

PowerPoint can be a useful tool for providing clear visual information. It can also be used to create 'death by PowerPoint', a particularly nasty way to go.

My intention with this short guide is to help you maximise your success and help keep everyone awake and engaged.

The better prepared you are for your presentation experience, the more value and benefit you and your audience, are likely to gain from the process.

Wishing you every success,

Jennifer ♥

My journey with PowerPoint



I was a PowerPoint avoider for a long time!

I couldn't work out how to make it a useful tool rather than a control agent which dictated the focus and direction of the learning experience.

Having sat in darkened rooms, so you could get a clearer picture, and seen slides with as much information as the average textbook, I was reluctant at best.

I'd grown up with the incredible flexibility of an overhead projector. Being easily able to swap and change the sequence of overheads based on the group experience.

It took awhile, but eventually I was able to solve my own objections and find ways of using PowerPoint in a creative and dynamic way which supported real learning.

"When you hold a learner centric view, you seek new ways to create meaningful exchange between learners. Tools used to support the learning experience need to enhance the learner experience."

Jennifer Campbell



A few comments about slide creation

Less is best!

This is the first golden rule of slide creation. Avoid overloading your slide with content, especially lots of words. A smaller number of memorable slides will be much more effective than dozens of slides that all look the same. Fewer slides, more interaction, discussion and story telling will make you a winner.

Tell a story

Use pictures, graphs and other imagery to tell the story. Illustrate your point, don't write detailed statements in tiny font that people can't read.

Focus on key messages

Leave slides for the key messages, pertinent points, and key phrases. That way it is easier to make the key points stick.

Think white space and layout

Focus on readability, use bullet points, numbers, icons and plenty of white space to punctuate your message.

Make slides memorable

We remember things that stand out and catch our attention. Visual variety is important. When everything looks the same little is memorable.

Before the Delivery



The following five delivery tips will support you to use PowerPoint more effectively. They will help you deliver with clarity and support effective learning.

Interestingly, much of your presentation success happens long before delivery. It happens when you practice and become confident with the set up of the projector, the use of the remote and of course the creation of your slides.

Make sure you arrive early, check the set up of the room and ensure you are able to connect your laptop to the system in the room, or load your slides into the laptop present and check everything is working.

If you are still chasing technology and getting things to work, it is very hard to be present to your audience.

Effective delivery comes when you are relaxed and confident in the technology and able to focus on learners or your audience when they arrive. The more connection you make with your audience before you start, the easier it will be to engage them during your presentation.

Tip 1

Take down the slide



Yes, that does sound strange! Yet, when you are not talking directly about the content on a slide – take it down. If you have a slide up which is not relevant to what you are talking about, it creates confusion and a lack of clarity for the audience. It also splits their attention.

By taking down unrelated slides, learner focus remains on you, not on an unrelated slide. You could choose instead to go to black screen or white screen as outlined in the following tips.

Tip 2

Use Black Screen

To take focus away from the projection screen onto which your slides are being presented, remove all light source from the screen. This means learner focus is no longer 'locked' on the screen.



Taking the focus away from the screen can be a great way of refocusing learners. You could then move to a different point in the room to present further information, perhaps using a flip chart or other resource for variety. You could also outline the requirements for a learning activity.

To go to black screen when the slideshow is on, press 'b' on the keyboard and the screen will go black. To return to your slides later, press any key on the keyboard.

Tip 3

Use White Screen



It is useful to think about what kind of focus, light or awareness you want to bring to your audience or learners. White screen creates a greater sense of light in the room, so can be useful if lighting is less bright, especially if you want people to read information to complete a task or activity.

If you prefer a white screen, press 'w' and the screen will go white; again, press any key to return to your slide.

Working with a variety of screen effects will create variety and help maintain focus and attention. Try it out for yourself and notice what happens.

Tip 4

Navigate Elegantly

Prepare for total mastery of delivery by printing out a small (six to a page) copy of your slides with the page numbers clearly visible.

When you go to present, place the printout on a handy table so they are clearly visible to you.

Firstly you can easily check what information is to follow and create an elegant link from one idea to the next.



Then during delivery, if you want to respond to learner interest by moving to a different slide, not in the planned sequence, enter the specific slide number you want followed by 'enter'. This will take you to that slide without having to flick clumsily through the full set of slides to find the information required.

When you can navigate the slides according to learner needs and interests, instead of your planned slide sequence, you create a much more engaging and responsive delivery which learners will enjoy more. You are also displaying a higher level of professional competence.

Tip 5

Final Slide



Sometimes you need to finish your presentation more quickly than you'd planned. Concluding at the scheduled time is an art, but definitely one your learners or audience usually appreciates.

You may want to show the final slide as part of your conclusion. If you have less than a hundred slides in your deck, key in '99 enter' to go to your final slide, regardless of the slide number.

This lets you finish with your parting message clearly expressed and reinforced.

Preparing for Your Success



As you well know, preparation is the key to success, so take the time to prepare well for your delivery.

Create slides that are visually interesting and memorable. Try the technology in advance, make sure you are confident in how it all works. Know your key messages and plan how you will deliver them. Finally be present on the day. Engage with the audience and make sure your attention is on them, rather than yourself. Be you and have fun!

I trust these few tips will enhance your use of PowerPoint and make it easier for you to shine.

Wishing you every success for your next presentation.

Moving forward



Mastering presentation is a journey, like any journey, it can take you through a range of experiences, some expected and others totally unexpected.

Sometimes you can build your confidence and competence on your own. Other times you need a good coach to support your progress and ensure you get the results you desire.



Getting these results will take you through many experiences, at times it will be comfortable, challenging, a little intimidating, exciting and joyous. Just remain open to the experience and focused on your intended results.

If you need support, reach out. Perhaps I am the coach you are looking for. Either way, may your coaching experience be positive, affirming, honouring and profoundly developmental in nature.

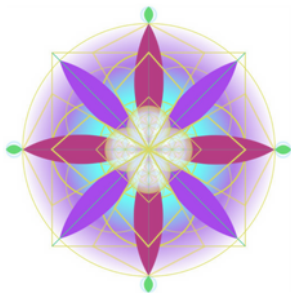


Discovery Call

If you want more information about coaching, or explore ways of meeting your own needs, or the needs of your team, why not book a time to chat and discover what's possible?

This is a totally complimentary and no-obligation service, so book a time that suits you.

<https://calendly.com/jmc-1/discovery-call>



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About Jennifer Campbell

Jennifer Campbell is the CEO and founder of TTW Institute. She is also the author of "The Essential Guide to Training Success: Shifting Paradigms in Organisational Learning."

Jennifer's passion for people, learning and transformation is underpinned by a deep intuitive sense, teamed with practical wisdom. Jennifer works collaboratively to design and facilitate professional development opportunities which transform individuals and organisations.

Jennifer is The Training Whisperer™. Just as a horse whisperer develops a deep understanding and innate sense of the horse's needs and responds in subtle ways to calmly increase the horse's confidence and capacity without breaking its spirit. As The Training Whisperer™, Jennifer develops a deep understanding of her clients, so she can respond to their needs and gently focus their practice to get spectacular results while deeply honoring and respecting them.

Having trained trainers for more than twenty years, and having worked on five continents, training literally thousands of people, Jennifer knows what it takes for you to become a master trainer able to facilitate learning in powerful ways.



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