

# BASIC GUIDELINES FOR POWER POINT PRESENTATIONS

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1. All individuals who are involved in preparing or making presentations attend (up to 20 per session).
2. Before the training all participants take an online questionnaire to determine if they are Auditory, Visual or Kinesthetic. Students take the questionnaire and print out their results and bring to the training.  
<http://www.vark-learn.com/english/page.asp?p=questionnaire>
3. Individuals learn that they often want to present in their own personal learning style (visual learners want to present visually). Good presentations, however, always include using all three learning styles.
4. Maximums' and Minimums:
  - No more than 40 slides
  - Standard number is twelve
5. Before preparing a Power Point Slide always prepare an outline  
The outline contains:
  - "The Sound Bite for the Presentation" (this is a three to five word synthesis of the "heart" of the presentation)
  - Introduction (will be converted to 1 slide)
  - Analysis of the presentation (will be converted up to 10 slides)
  - Conclusion of the presentation (will be converted to 1 slide)
  - Next Steps (will be converted to 1 or 2 slides).
6. The Power point presentation is to have less than 30 words per page – use two or three fonts but never more for the entire presentation
7. Be prepared with back up copies if the technology fails.
8. At the time of presentation Do's and Don'ts:
  - Never read what it says
  - Never start the presentation by apologizing for anything
  - Never take longer than 20 minutes to present
  - Never keep talking if someone uses their Blackberry, laptop, starts having a side bar conversation or even yawns
  - Always know all of the names of the people you are presenting to (if the group is smaller than 4)
  - Always start by telling an interesting story (not a joke)
  - Always thank them for their attention
  - Always give them the "sound bite" in one or two ways
  - Always ask questions – especially if someone starts to look like they are bored

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- Always listen carefully to their comments and give thoughtful feedback
- Always remember if you don't know the answer to the questions then promise to get back to them with the answer (and do this).
- Always remember if you are presenting with someone else from your firm to introduce them to the audience.

## 10 Do's and Don'ts of Power Point

<b>Do</b>	<b>Don't</b>
Set up 20 minutes early to be sure the technology works	Read what is on the power point
Have back up handout or flip chart in case the technology does not work	Have more than 3 bullets or 40 words on a power point slide
Wear clothing that bespeaks the importance of what you are presenting	Turn your back on the audience
Ask questions of the audience and use their names if possible	Use only power point to make your point (use stories or examples as well)
Leave time for questions	Keep talking if people are not listening – start asking questions