



DELIVERING EFFECTIVE PRESENTATIONS

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Objectives

- Identify the steps for planning and preparing a presentation
- Identify effective presentation delivery skills
 - Voice
 - Eye contact
 - Gestures
 - Posture & movement
- Effective Use of Presentation Tools



Presentation Process

Planning

Preparing

Presenting

1

1



Ask yourself the basic questions

Planning

Why

Where

What

How

Who



Why are you giving the presentation?

Planning

- To explain?
- To persuade?
- To give information?



What will you present?

Create a skeleton of your presentation

Opening

Use a sensible introduction

Body

Use resources and use yourself
as the best resource

Closing

Emphasize important points

To whom will you be presenting?

Presenting is communicating with the audience.

- **Understand who your audience are.**
- **Affect your audience's attitude.**
- **Maintain interactivity with your audience.**



Planning

How will you present?



**What do you believe to be characteristic
&
practices of good presenters?**

How will you present ?



Eye contact



Voice



Gestures



Posture & movement

Where will you be presenting?



- What will be the setting?
- What about space to move around?
- Will you be standing or sitting at a table?
- What about the lighting?



Preparing

Effective Use of Presentation Tools

What's wrong with this picture?

Preparing


- Remember those puzzles in the newspaper where you had to try to find what was wrong with the picture? Try that here. Note all the aspects of this slide that make it not ideal for use during a training presentation
- For each, determine what you would do differently to make the slide better
- Think of a time when you were in the audience at a presentation that used slides like this



- ***What was your reaction?***
- ***Because Power Point has so many***
- ***different features and options, we***
- ***have***
- ***to remind ourselves of the old***
- ***adage:***
- ***“Just because you can, doesn’t***
- ***mean***
- ***you should”*** 😊



Power point Layout

- 
- Headings, subheadings, and logos
 - Margins, fonts, font size, and colors
 - Lines, boxes, borders, and open space

Power point Slides

- Limit each slide to one idea
- Use bullet points to cover components of each idea
- Limit the bullets in a screen to 6, 4 .



Power point Slides

Use the Same **Background** on Each Slide

Changing the style is distracting



Power point Slides

Use the Same **Background** on Each Slide

Changing the style is distracting

Power point Slides

**Dark text on a dark background
doesn't work well!**

**Dark text on a dark background
doesn't work well!**

**Light text on a light background
doesn't work well!**

Light text on a light background

Power point Slides

7

- No more than seven lines per slide
- No more than seven words per line
- No more than seven lines per slide
- No more than seven words per line
- No more than seven lines per slide

Power point Slides

No matter how **be** interesting or important your content may be, too much text on one slide is **not effective!** No matter how interesting or important your content may be, too much text on one slide is **not effective!** No matter how **interesting or** important your content may be, too much text on one slide is **not effective!** No matter how **interesting or important** your content may be, too much text on one slide is **not effective!** No matter how **interesting or important** your content may be, too much text on one slide is **not effective!** No matter how **interesting or important** your content may be, too much text on one slide is **not effective!** No matter how **interesting or** important your content may be, too much text on one slide is

Don't

Fonts

Recommended fonts: Arial, Tahoma, Veranda

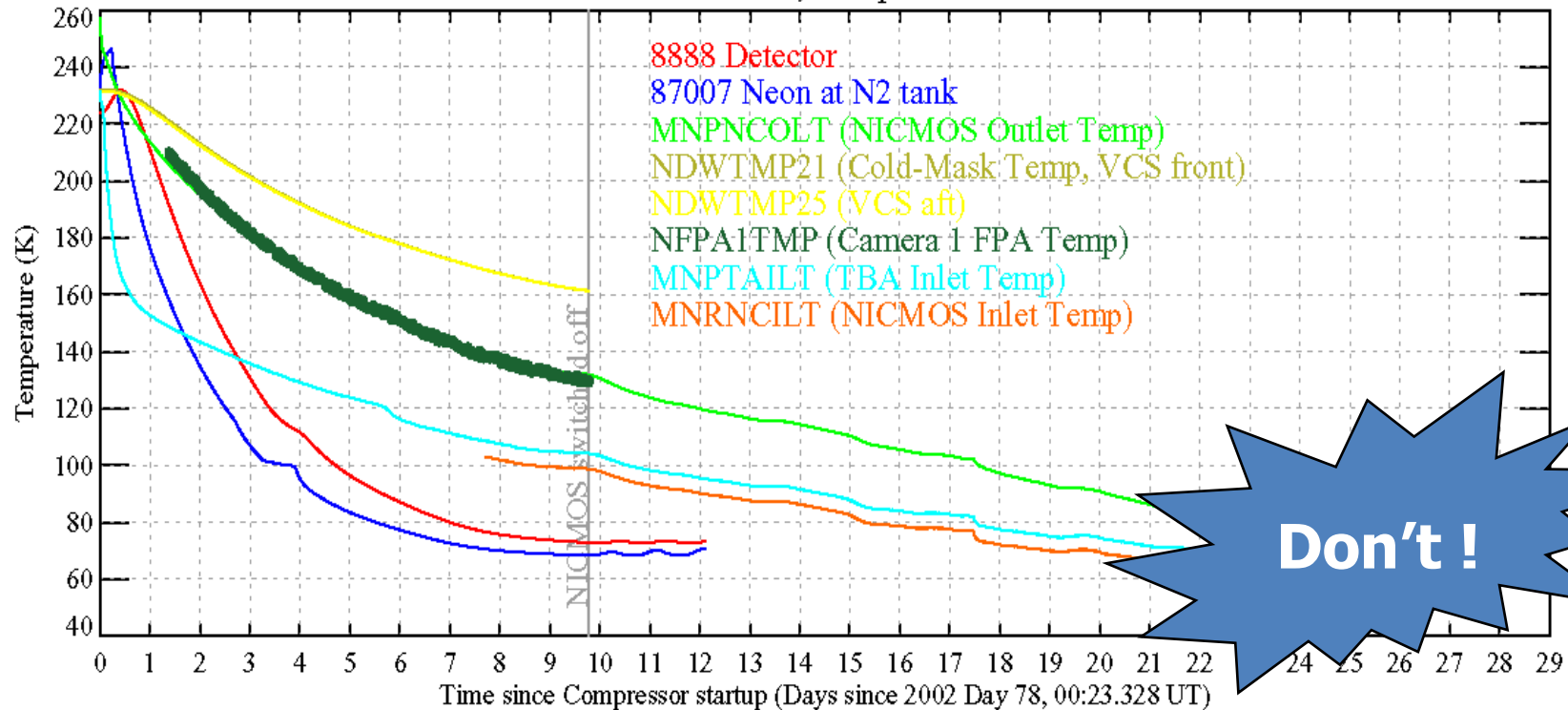
- This is a good title size
Verdana **40 point**
- A good subtitle or bullet point
size Verdana **32 point**
- Content text should be no smaller than Verdana **24 point**



Preparing

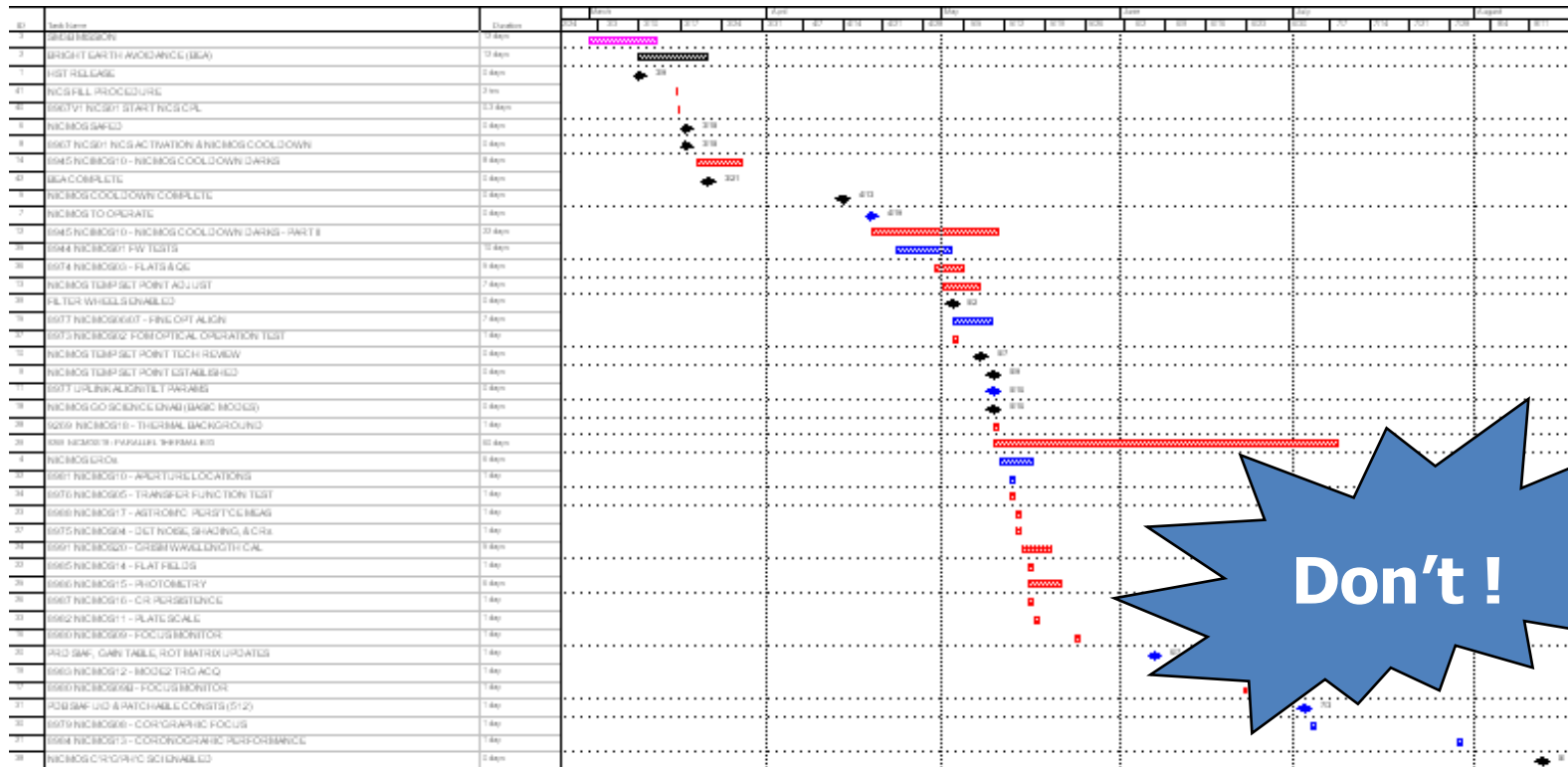
Graphs and Charts

Actual NICMOS Cooldown, Compared to Model Prediction



Preparing

Graphs and Charts



Graphs and Charts

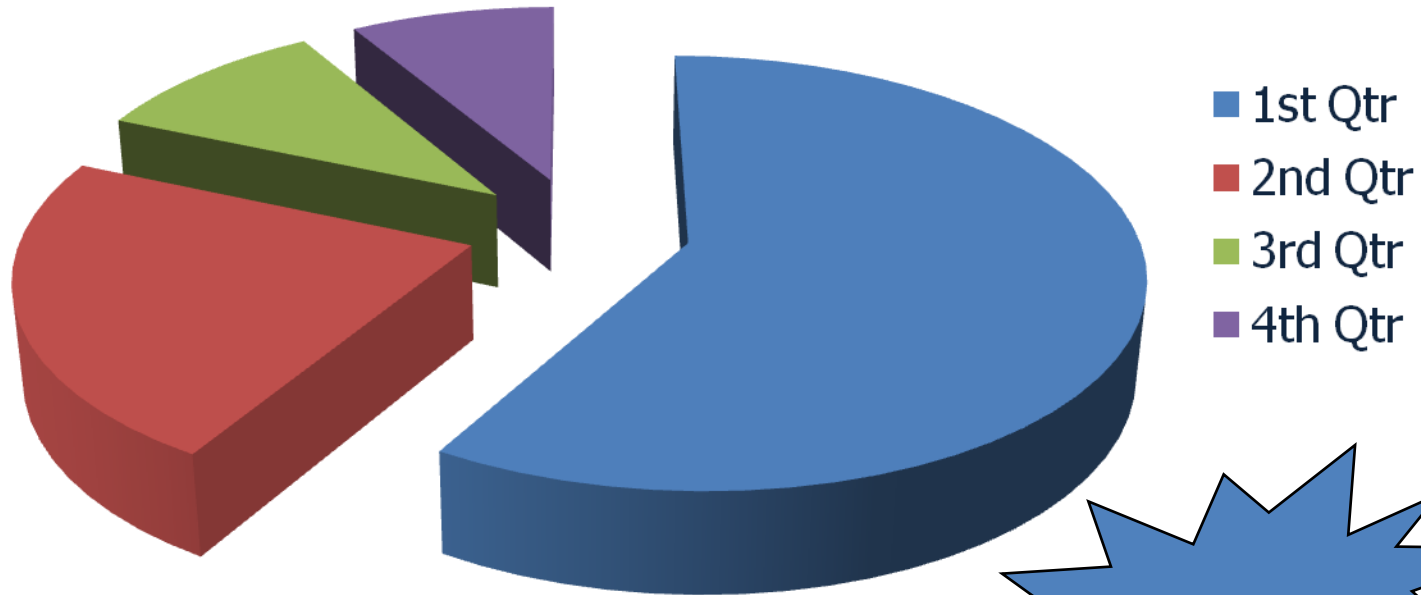
**These are examples of good graphs,
with nice line widths and good colors.**



Preparing

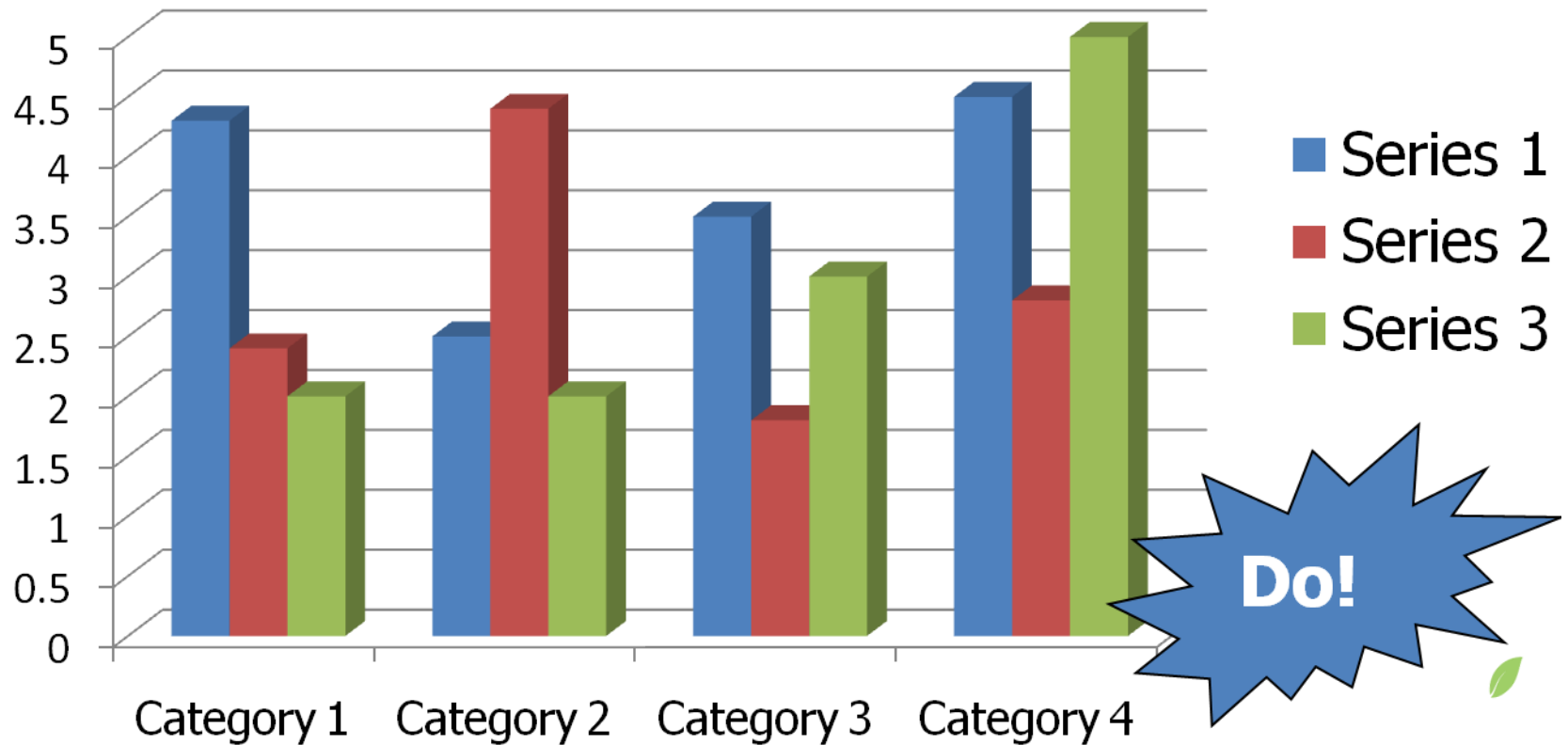
Graphs and Charts

Sales



Do !

Graphs and Charts



Text Animation

The organization and quality of the presentation content is more important.

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Presentation Delivery

Opening

- Give your rehearsed opening statement.
- Catch the interest and attention of the audience.
- State the problem or topic.
- Summarize your main theme for an idea -- solution.



Presentation Delivery

Conclusion

- Concisely summarize key concepts and the main ideas
- End your talk with the summary statement or question.
- Consider alternatives to “Questions?” for your closing slide.

Presentation Delivery


Participant Questions

- Hear all of the question
- Repeat the question to the whole group
- Be willing to say “I don’t know”
- Check to see if you answered the question sufficiently



Summary

Presentation Key points:

- Use Power point as a support
 - Don't read the slides
 - Put minimal content on the slide
 - If you want interaction, don't turn off lights
 - Rehearse before presenting
- 



Thank you