Delivering Your Message with PowerPoint

Highly Effective Communications for Government & Corporate Managers

Five-step Process – Hints – Tips – Checklists

Written by Dave Paradi

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The Game Plan

I have divided this book into five sections, based on the steps you should follow in creating an effective PowerPoint presentation. The five sections are:

Creating a Structure and Sequence for Your Presentation

Before you start creating slides, you need to create a compelling message. By starting with the structure and sequence of your presentation, you will make it easier for the audience to understand your message and act on it.

Planning Each Slide

Before you plan the details of each individual slide, you should make some key decisions about the colors, font and font size you will use on your slides so that they will be easy to read. With your presentation structure in hand, you can determine what visual will work best for each point you want to make. By planning the slides on paper first and reviewing them with others, you will cut down on the amount of editing you will have to do later.

Best Practices for Different Visuals

Now that you know what slides you will use in your presentation, you need to create them using best practices so that they are clear and easy for your audience to understand.

Planning the Delivery of the Slide

Part of creating an effective slide is planning for how it will be delivered. You want to hold the audience's attention while you use the slide to make your point. Planning up front allows you to deliver the slide with impact.

Best Practices for Delivering the Slides

💡 **Tip** ——————————

Improving your PowerPoint presentations is possible if you are willing to invest some time in planning and preparing your slides in the context of the message you are delivering.

After all of your preparation, it is time to deliver the presentation. By following the practices that professional presenters use, you will deliver a compelling message that will inspire audiences to action.

There are no easy shortcuts, so let's start with the first step in creating your compelling presentation.