

Creating a Successful Power Point

Power point presentations and other form of digital media can help you organize the flow of your presentation. People like visuals during presentations and, when used correctly these visual cues can add depth and meaning. However they can also be a distraction. If you want to use this tool it is important that you use it well.

Pitfalls

Holding a Club Meeting

Meeting Roles

- Facilitator: The facilitators role is to set tone, provide the agenda, keep the meeting on track and wrap up at the end.
- Guest Speaker: It is great to bring in expertise from the outside but there is a lot of expertise in your club. It is great to have a member share a related passion or activity.
- Note Taker: This person keeps minutes. If you keep Roberts rules of order they approve minutes from previous meetings
- Time Keeper: A time keeper helps the Facilitator stay on track. A stop watch can be helpful. All our time is precious. It is respectful to all to start and end on time.
- Participants: Everybody has a role to play staying focused and working through the agenda.

1. Too much text. People can read faster than you speak so your voice becomes a distraction to sharing the information. The audience is finished reading before you are and they lose interest in what you are saying.

2. Not being familiar with the content or the order of your slides.

3. Images are not easily related to the topic at hand.

4. Animated transitions can be distracting for you and your audience.

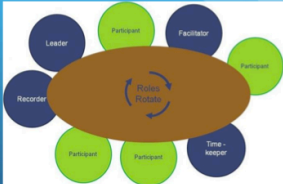
5. Different fonts on different slides, spelling and punctuation errors.

Remedies

Holding a Club Meeting

Meeting Roles

- Facilitator(s)
- Guest Speaker(s)
- Note Taker
- Time Keeper
- Participants



1. Use bullet points, remove all of the text except the key concepts. Move the remainder down to notes and add a visual cue that reinforces your message. When the text is removed you and the audience have an outline of key concepts but they have to listen to you to get the information.

2. Practice, practice, practice. The more you rehearse the better you know the content and your presentation will be smooth and professional.

3. Personal images are more impactful than ones pulled off the Internet. Make sure the image reinforces to your message.

4. Unless animation is critical to demonstrating a concept turn it off. Use a pointer to help focus people's attention on key slide details.

5. Spell check is a helpful tool but it doesn't replace the need to edit carefully. Attention to detail pays off.