

Top 5

Presentations

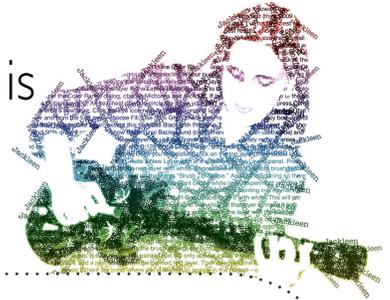
1 Start at the end.

Decide what the main thing you want your participants to remember. This is your **BIG TAKE-AWAY**. Start with the Problem to be fixed. Establish the story that will help your participants remember the big take-away. Plan a logical path that flows from the problem, to the story, to the take home ideas and skills.

3 Get inspired.

Find other presentations that inspire you and learn from them. Borrow ideas and give credit to those that inspire you. TED talks have lots of examples of how to inspire your audience. Keep track of your ideas and images on Pinterest and Flickr. Remember who your audience is. Who are you inspiring and what will resonate with your audience. Avoid Prezi unless movement is essential to your design. Consider using Apple's Keynote software,

2 A picture is worth...



Use images rather than words whenever possible in your slides. Let images take up the whole slide and add a word or two if absolutely necessary. Use unusual or beautiful images that tell your story and stick with your audience. Images make great metaphors, but too many can be overwhelming. Eliminate noise: anything that is not essential. Use the rule of thirds. Use one consistent but unusual font throughout, and use no more than three colors in that font. Only use a few words on each slide. Cut quotes way down to the essential point.

4 Use video.

Remember that video can bring other experts and stories into your presentations that you otherwise could not. Don't over use video but don't be afraid to let it make your point in a powerful way. Use the tips on our top 5 about video.

5 Connect with the audience.

Engage, engage, engage! Talk to the audience and draw them in with a story from your life, and then get to the slides. Let them know you; "wear your heart on your sleeve." Construct thoughtful open-ended questions that engage your audience and put them on your slides or rehearse them so you remember them. Take your time but don't bore your audience with minutiae. Use a clicker and move around a little. Make sure you are making eye contact and calling participants by their name. Break things up using activities and opportunities to get up and move around that help participants practice what they have learned.

