

# Pointers for Powerful Presentations

## Prior to a Training Session

1. Review the content and trainers materials for the course. Use a highlighter to mark points you don't want to forget.
2. Assemble all materials you will need for the training – remember games and activities.
3. Organize overheads, videotapes, handouts, and participant materials. Be sure you have the correct number of copies.
4. Reserve all equipment and make sure it is in good working order.
5. Confirm arrangements for breaks, snacks, and drinks.
6. Get a list of the participants and confirm they have been notified of the time, place, and training topic.
7. Make sure the training facility is large enough for the activities you have planned.
8. Practice, but don't memorize your presentation.

## Creating Visual Aids

Key learning points should be delivered in at least 3 formats – “see,” “hear,” and “do” – to accommodate participants' different learning styles. When creating visuals (overheads, slides, and charts) remember some important guidelines:

- Use only key words. The maximum for any one visual is 6 words to a line and no more than 6 lines (the 6x6 rule).
- Use, but don't overuse, color. No more than 2-3 colors per visual.
- Try to limit the visual to a single concept.
- Leave your visual displayed for 45-60 seconds minimum. Participants will take different amounts of time to process the information.
- Avoid vertical lettering. Arrange information on the visual in a manner easy to read and follow.
- Use no more than 2 different type faces.
- Use upper and lower case.
- Number sequential items. Use bullets for non-sequential items.