

A Few Hints for Creating Effective Power Points (From Abby)

1. The Template

You need to guide learners through the material during a course i.e. tell them what the objectives are and how they are going to get there (This really helps global learners get the full picture right away and helps sequential learners follow the process).

To this effect, in the template I created for you, I added slides (with facilitation notes) with these good facilitation techniques already included. The slides include the

- 1) Course Objective (and motivation statement)
- 2) Outline of where we are going
- 3) Topics and links between topics (i.e., we are next going to discuss ...)
- 4) Course Summary

All titles are in the same format and color so that the differences between the elements are clearly indicated.

I sometimes add a slide to indicate that it was time to do an exercise/interactive activity as discussed - if necessary, the slide can be hidden for more accomplished facilitators.

2. Organization and Structure

The better organized the content and topics; the easier it is for a learner to follow and remember. It is a good idea to present the content in a context – e.g., problem and solution, a sequence, a comparison etc. I often will ask you for the logic as to why you organized the content the way you did - the learner should be able to see it right away.

3. Wording on the Slides

- Learners learn better if only the key messages are put on the slides – keep the text as brief as possible. Learners will only remember the key messages anyways; don't let these key messages get lost in too much detail.
- Don't use full sentences on the slides, use notes. You don't want learners to read the slide instead of listening to you. Remember the slides are there to support you not to provide reference material – that is what the PG is for (If necessary, you can put additional essential content in the PG).
- Simplicity is key. Use bullets to chunk up the content. Use simple words.

4. Visuals

- Visuals and color really assist in learner retention.
- Don't overdo colors and patterns.
- Use simple visuals. If you go "overboard", it will distract from your message. Think about what you want to emphasize or illustrate.
- Don't have too many words flying in different ways, it can distract from your message.
- The slides and visuals need to be seen from a distance. The lettering must be large enough (more than 21-24 pts.). Remember graphics can always be included in the PG if necessary.

5. Interactivity

Remember you are a facilitator not a presenter – don't let the learners become too passive. Involve learners as much as possible by including "interactivity": ask questions, present problems, include exercises. I am including the link to that video clip below once again to give some ideas on how to make your slides more interactive.

Interactive PPTs

<http://breeze.bloomu.edu/powerpointtips>