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Circular No. 2

To,

All PCsDA/ PIFAs/PCA (Fys.)
All CsDA/ IFAs/ CsFA (Fys.)
NADFM / All RTCs / DPTI/OTI

Subject: Preparing a standard Presentation.

       Making Power Point presentations has been an essential and integral part of job of an officer. Clear, to-the point and effective presentation may make a durable impression in the mind of the target audience.

2.   In order to increase and improve professionalism in the department, it is felt that the presentations being made during all training courses and other official occasions should be crisp, lucid, persuasive and convincing.

3.   Therefore, guidelines delineating paradigms of a good presentation have been prepared for ready reference. The same are annexed. It is requested to circulate these guidelines to all officials for their benefit.

(Sangeet)
Dy. CGDA (HRD)

GUIDELINES FOR SLIDE PRESENTATION

1. Organising the Content:

A.   BRAINSTORMING :

- Why are you giving the presentation?
- What materials you want to use alongside?
- Who is the audience and how many will attend?
- What do they know about the training material?
- What do you want them to learn (take away points)?
- Where and when will the presentation take place?

GUIDELINES FOR SLIDE PRESENTATION

B.   DRAFTING :

- Set presentation level as per audience.
- Have a beginning, a middle and an end.
- Summarize the main points.
- Plan conclusion first.
- Make remaining slides supporting the conclusion.
- Put contextual material for audience to relate.

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GUIDELINES FOR SLIDE PRESENTATION

- Content should make listener understand:
    a. What is the problem and why?
    b. What has been done about it?
    c. If contextual, what is the presenter doing (or has done) about it?
    d. What additional value does presenter's approach provide?
    e. Where does one go from here?

GUIDELINES FOR SLIDE PRESENTATION

2. SLIDE DESIGN

A. CONSISTENCY :

- Consistency makes presentation professional.
- Be consistent in use of colours, fonts and graphics.
- Place like items similarly on each slide (i.e. title, subtitle, bullet points, graphics, etc.).

GUIDELINES FOR SLIDE PRESENTATION

B.   SIMPLICITY AND CONCISENESS:

- Keep message simple and focused.
- Each slide should address a single concept.
- 6 x 6 rule:
    - (a) 6 bullets per page
    - (b) 6 words per bullet
    - (c) 6 lines of text on any one slide.

GUIDELINES FOR SLIDE PRESENTATION

- Do not use paragraphs of text
- Don't fill up the slide
- Slides should follow logical progression
- Special effects only to highlight key points
- Give references for follow up
- Provide your contact details

GUIDELINES FOR SLIDE PRESENTATION

3. USE OF GRAPHICS/ PHOTOGRAPHS/ CLIPS:

- Well- placed , visible in size
- Used sparingly only to support message
- Image should enhance the point
- Good graphics aid learning
- Bad graphics confuse and distract
- Minimize curve usage on graphical displays

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GUIDELINES FOR SLIDE PRESENTATION

- Use photographs for relating information to reality
- Take copyright permission if required
- Crop photos to eliminate unnecessary backgrounds
- Do not overdo sound clips
- Sounds can be distracting

GUIDELINES FOR SLIDE PRESENTATION

4. COLOUR:

Choose colours to convey mood :

- Dark Blue for calming effect
- Red / Orange for emotional response
- Green to make audience comfortable
- Yellow for immediate audience attention

(Contd...)

GUIDELINES FOR SLIDE PRESENTATION

- Grey for quality
- White for honesty/sincerity
- Black considered unappealing
- Avoid using too many colours
- Restrict to maximum of 5
- Dark colors for background
- Lighter for text /illustrations or vice versa.

GUIDELINES FOR SLIDE PRESENTATION

5. FONTS:

- Use simple fonts like Sans Serif and Arial
- Don't use italic fonts
- Slides should be readable from back of room
- Use at least a 24-point font
- Limit amount of information on single slide

(Contd...)

GUIDELINES FOR SLIDE PRESENTATION

- Do not use multiple fonts
- Use upper and lower case text
- Do not use all caps
- Never use photocopy of standard printed page as display.

GUIDELINES FOR SLIDE PRESENTATION

6. TIME:

- Budget time especially for short presentations
- Describe topic clearly for crystal understanding
- Don't rush through the presentation
- Don't flood audience with information
- One slide per minute or less suffices
- Speak slowly, clearly and audibly.

GUIDELINES FOR SLIDE PRESENTATION

7. THE PRESENTATION

- Practice for content, delivery and time.
- Have a printed copy of your slides which serves as back up during technical difficulties.
- Easier to locate during Q & A time.
- Save presentation as PowerPoint show .
- If possible, visit the venue in advance to understand the location and ambiance of the class room.

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GUIDELINES FOR SLIDE PRESENTATION

- Load your presentation onto the computer
- Test it in advance
- Check the microphone before beginning
- Do not block the screen
- Do not read presentation to audience
- Do not leave room for apologies
- Do not use mobile phones during presentation.
- Adhere the timelines.

GUIDELINES FOR SLIDE PRESENTATION

8. WHEN FINISHED
- Thank the audience for their attention
- Quickly make way for the next presenter

TEMPLATE GALLERIES
https://templates.office.com/en-us/Themes
http://www.presentationpro.com/