








# Creating a Presentation – The 3Ps Process

Please consider the following process when starting to work on your PowerPoint slide presentation.




## One: Planning

<p><b>Brainstorm</b></p> 	<ul style="list-style-type: none"> <li>• Resist the urge to start creating slides.</li> <li>• Instead, write down your ideas on paper.</li> <li>• Don't worry about organizing.</li> <li>• Don't restrict yourself, let your creativity flow.</li> </ul>
<p><b>Outline</b></p> 	<ul style="list-style-type: none"> <li>• Organize your ideas on a computer.</li> <li>• Review your outline and identify any missing elements.</li> <li>• Develop your outline points. See if this inspires new ideas.</li> </ul>
<p><b>Reflection</b></p> 	<ul style="list-style-type: none"> <li>• Take a step back and carefully look at your outline.</li> <li>• Come up with a presentation strategy or approach.</li> <li>• Modify your outline as necessary.</li> </ul>
<p><b>Script</b></p> 	<ul style="list-style-type: none"> <li>• Write out exactly what you're going to say.</li> <li>• Don't skip this step.</li> <li>• Too many advantages (timing, presenter notes, handout text, practice script; closed-captioning text).</li> </ul>
<p><b>Resources</b></p> 	<ul style="list-style-type: none"> <li>• Gather your resources (images, music, videos; etc.).</li> <li>• Use <i>Creative Commons</i> websites.</li> <li>• Be aware of copyright.</li> </ul>
<p><b>Presentation</b></p> 	<ul style="list-style-type: none"> <li>• Create your presentation.</li> <li>• View basic videos to learn presentation software.</li> <li>• Contact the CCI for assistance.</li> </ul>

## Two: Practice

<p><b>Practice</b></p> 	<ul style="list-style-type: none"> <li>• Practice builds confidence.</li> <li>• Practice builds muscle memory.</li> <li>• Practice ensures presentation timing is on target.</li> <li>• Practice for a colleague or friend to get valuable feedback.</li> <li>• Practice for multiple, 10 minute sessions.</li> </ul>
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### Three: Focus

<p><b>Avoid Confusion</b></p> 	<ul style="list-style-type: none"><li>• Don't read slide text aloud.</li><li>• Don't talk over slide text. Advance to a blank slide.</li><li>• Limit the amount of text you use in a presentation.</li><li>• Use photo images (remembered better than text).</li></ul>
<p><b>Nuts and Bolts of Design</b></p> 	<ul style="list-style-type: none"><li>• One Topic- Increase <i>Focus</i> and understanding by limiting slides to a single topic.</li><li>• Font Type- Use san serif fonts. They're easier to see from afar.</li><li>• Background- Dark, simple backgrounds are best.</li><li>• Font Color- Use a contrasting font color that is visible to everyone.</li><li>• Number of Objects- Use a maximum of 6 objects per slide.</li><li>• Text Size- Use larger fonts (40+).</li></ul>
<p><b>Focus</b></p> 	<ul style="list-style-type: none"><li>• Keep and manage <i>Focus</i> to create powerful presentations.</li><li>• Create <i>Focus</i> by regularly using questions. Ask participants to evaluate and respond to slide information.</li><li>• Maintain eye-to-eye focus with your audience to create a visual and emotional connection.</li><li>• YOU are the presentation (not your PowerPoint).</li></ul>