Quick Tips for Preparing a PowerPoint Presentation and Engaging the Audience

Open your presentation with an icebreaker
- Share an interesting fact (Did you know…)
- Tell a story
- Start your presentation with a quote
- Use a thought-provoking video or case-study
- Share a humorous image or video
- Ask the audience a question and have them add it in the chat or poll

Engaging the Audience
- Assess your audience ahead of time
- When engaging the participants in a story, turn off the sharing of your slides so they see your video large in the meeting window and now they can focus on your facial expressions and not be distracted by the slides. When you are done with the story, share your slides again.
- Focus on real-world application
- [Liberating structures](#)

Preparing Your PowerPoint Presentation
- Keep your slides simple.
- Limit words on the slides. If the slides are cluttered it can be distracting and confusing. It could be challenging for the audience to pay attention to/read the slides or pay attention to the speaker. Limit your slides to five lines of text, use appropriate fonts and use words and phrases to make your points. 12 or a few words.
- Build engaging slides with imagery that tells a story
- Use good quality images, high-quality photos, and graphics. A picture tells a thousand words. Where can words be replaced with pictures and videos?
- Think about changing the content format every two to four minutes
- Don't overuse animations. It can make the presentation longer—no need to have an animation for each bullet.
- Don't read from your slides and don't' make the slide deck your focus, you are the presenter.
- Practice your presentation/dry run
- Have a plan B in the event of technical difficulties.

Additional Resources
[28 Great PowerPoint Presentation Tips](#)
[Tips for Making Effective PowerPoint Presentations](#)
Videos [Audience-Center Speaker: Pearls for Successful Presentations](#)