**Avoiding Death by Powerpoint (or P cubed)** (Marisa’s notes from The Teaching Course Melbourne 2017)

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<http://ffolliet.com/>

#htdap (how to do a presentation)

P1 = story

P2 = supportive media

P3 = delivery

Should spend equal portion of time preparing each section above. Get a “presentation buddy” who can help give you constructive feedback along the way (the earlier the better eg to check your story plan is sounds before too much extra work is done).

Rule of thumb – spend 5-10 minutes preparation per audience member (5 people v 2000 and level of importance).

Give feedback in terms of p1/p2/p3.

**P1 Story**

Be clear about the message and make the message portable. Start from the perspective of the learner – change focus from teaching to learning.

“You are the star, the slides are the backup singer in the band”. Start with a word document outline (handwritten is fine) and then slides. Keep editing until you’re happy.

Story planning (start by handwriting):

1. Who is the audience (also consider why are they attending, what level of knowledge at start and by end of your session)?
2. What is the title/topic? What will we do with this?
3. What is the aim (what do you want achieve/impart)?
4. What is the objective (what does the audience want/need to learn)?
5. What tools do you need (eg images, videos, polls, handouts etc)?
6. What is your STAR (Something They will Always Remember)?
7. What is your Elevator Pitch (3 sentences to engage/attract the audience)?

THEN

1. Write your story step by step, follow a storyline.
2. Review your first draft a little while later and rewrite and cut out half.
3. Review and edit again – now you can use powerpoint.
4. What messages can be illustrated with images (not annotated)?
5. Recite and practise timings – better to be under time and leave the audience wanting more!
6. Prepare your handout which is different to your presentation.

**P2 Supportive Media**

Warn learners of the change ie “you will get a handout at the end or download from this site. Goal today is to listen.”

Storyboard your presentation (highlights not every step) – 3 stages to a talk, 3 slides per section, plus intro, conclusion and one extra – approx 12 slides

Use blank slides freely (and often).

Use images to illustrate a specific purpose/message (not to annotate). Single image per slide and bleed to the edge. Image must value add and not detract from your message.

Use reduced text – concise words not sentences.

Don’t use titles on slides unless explaining something complex.

Data slides – must be clear and easy to understand - interpret and summarise data for easy display/learning, this may involve total rejig. Use max 3 colours to display data. The presentation is not the time for the data to be analysed/interpreted by the audience.

Make new slides rather than retrofit old slides.

Never apologise – be so prepared that apologies are not necessary. Apologising psychologically worsens your delivery.

Include references/resources in handout not presentation.

Don’t use logo on every slide – first and last is sufficient to indicate who you’re representing

Use a set slide to denote question time/speak with neighbour etc

**P3 Delivery**

Practise, practise, practise!!!!!!!!!!!!!!! Practise so much you can deliver without slides in case of AV malfunction. Learn first and last slide verbatim so you start and finish strong then it doesn’t matter if you stumble in the middle, your message is clear.

Read

Read

Recite with timings and away from computer/notes

Edit – remove the bits you forgot, change the order to flow better, make sure you’re under time

Rehearse

Rehearse

Rehearse

Dress rehearsal – replicate the venue and situation especially if a big event eg keynote

Perform - Arrive early and check everything is working as expected and have back up plans.