

Twitter Thread by Divya Mittal



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I have made powerpoint presentations in front of Hon'ble Prime Minister, Chief Minister, Cabinet Secretary and top bosses of MNCs. By God's grace, they were always received well.

Some tips for making effective presentations along with tech tools.

A ■. Pls RT for wider reach

Know your audience

A presentation in front of Prime Minister would not be the same as that in front of your technical team. Even if the topic is the same. Understand the audience and know what they need from the presentation. Plan accordingly

Structure

Some people naturally think in a very coherent way. If you are not one of those, make an outline of the presentation first. Try to get the flow right.

Problem-Solution kind of presentation

State the problem and then tell what you did to solve it. (or going to do)

The 'how' you achieved it should follow after that. This gives more impact

Slides

Make concise slides with few words. The slides should just be cues for you and your audience. Don't put all details in them. Just a few phrases/lines should suffice

Content:

- Focus on one idea per slide
- Less than six lines of text on any slide

- Have Smooth transitions

Images/Infographics

A picture speaks more than a thousand words. Use these well.

Wherever possible, insert relevant images/ graphs or icons. Don't overdo this. Don't use them for the sake of using. Can also add small video clips

Opening

Try to have an impactful opening. An anecdote, joke, story can work. Even better is to start with a question to the audience. Something that makes them think about the issue at hand and hence keep them involved to find your answer

Involve the audience

Depending on the formality of the setting, you must involve the audience by taking polls, show of hands, asking a member of the audience etc. That makes them invested in what you have to say. Take them on a journey with you and make them relate with you.

Time limit

STICK TO THE TIME LIMIT. Super impactful presentations can be made even in 5 mins. It's not the vastness of the subject but lack of planning that exceeds the time. It is a major put off. In the end you are racing to finish the presentation and the impact is lost

Delivery

Don't read from a script. Write bullet points you will cover and speak in a flow. For very important presentations I would recommend multiple rehearsals.

For the ppt I gave in front of Hon'ble PM, we had at least 5 rehearsals.

<https://t.co/dSzRMnJzhc>

Stage presence

Cover as much area of the stage as possible. It gives an aura of confidence. If the setting is formal, or you are uncomfortable doing that, just use hand movements

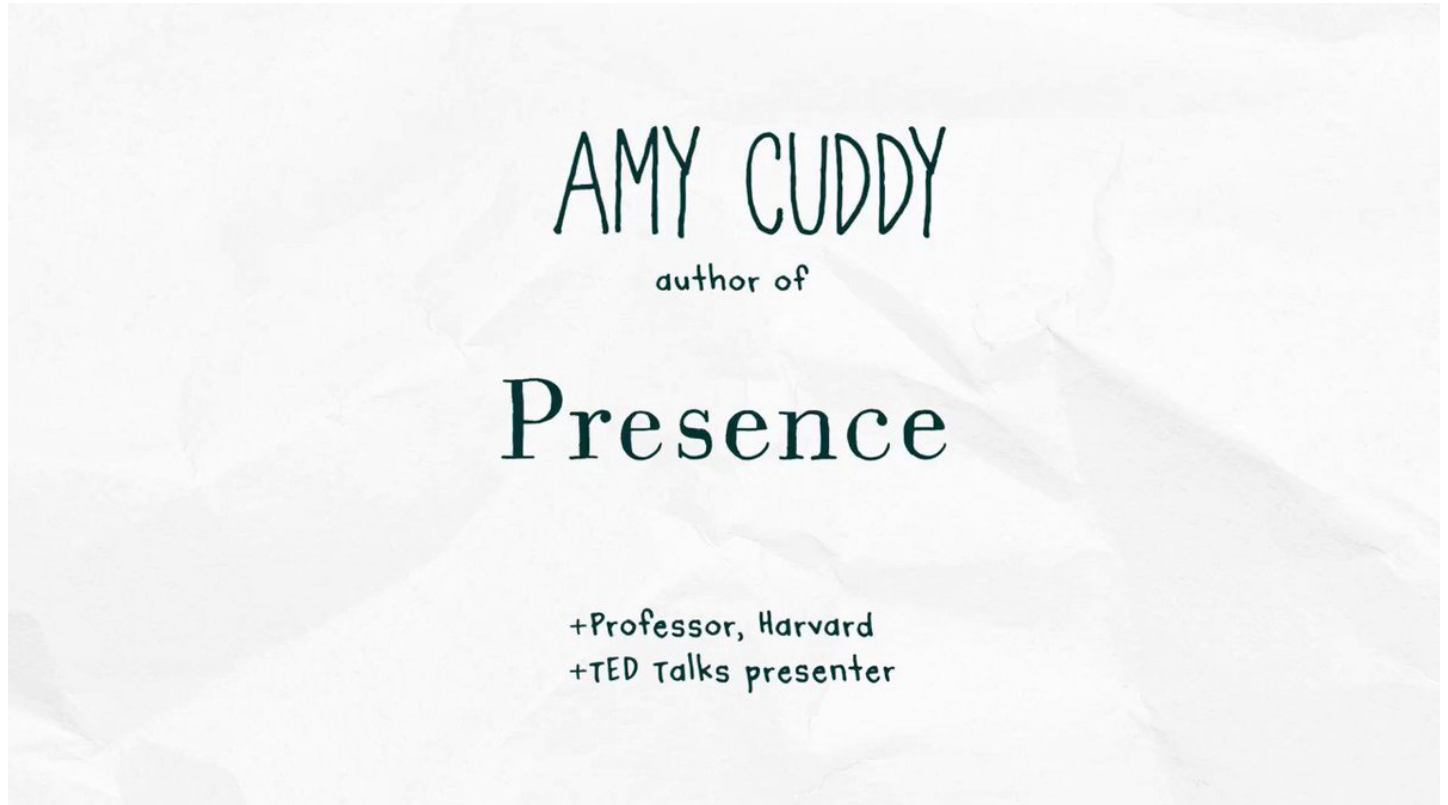
Eye contact

Some people are naturally confident. If you are not, even then you must make eye contact. Look in general in the direction of the audience and pan the entire room.

Find few friendly faces in different parts of audience & look them in the eye

How to overcome stage fright/nervousness

- Power posing for just 2 minutes can give you a psychological boost that will reduce nervousness
- Watch Ted talk of Amy Cuddy and her tips on power posing on youtube
- Say to yourself - "You Will Rock! Be Calm!" - This actually helps



■■ Tools that will aid you in making a better presentation:

1. Prezi

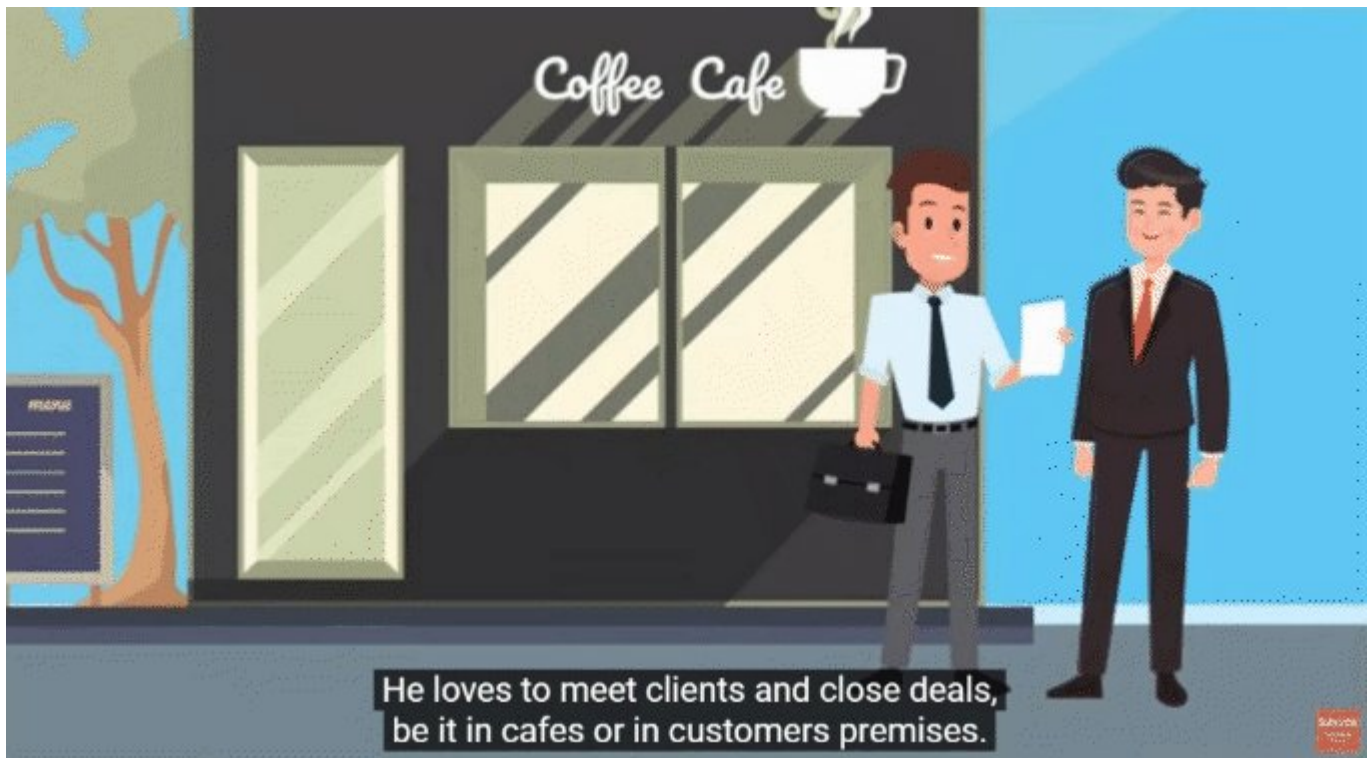
The presentation software uses motion, zoom, and spatial relationships to bring your ideas to life

- Free version is good enough for one off presentations

prezi.com

2. Chrome Capture

- Google Chrome extension for creating screen-recorded GIFs.
- Helps to show steps of a task etc or some visual that you have made through some other software
- The following video is made on ppt an captured thru chrome capture => Shows a lot is possible in ppt



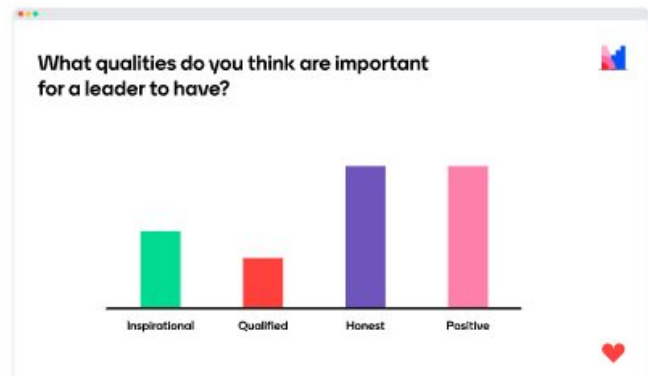
3. Mentimeter

- Helps make your presentations interactive by having live polls and quizzes for the audience. You can see live results.
- Increase engagement and make a presentation dynamic and memorable.

<http://mentimeter.com>

Multiple Choice

Collects answers, thoughts, opinions, and data with simple multiple choice questions. Use them in a live setting or as part of a [survey](#) to hear what your audience has to say. Add images and GIFs to your questions for an extra element of engagement.



Prioritize with
Ranking questions



Evaluate with Scales
questions



Visualize with 2x2
Grid questions



Challenge with 100
Points questions



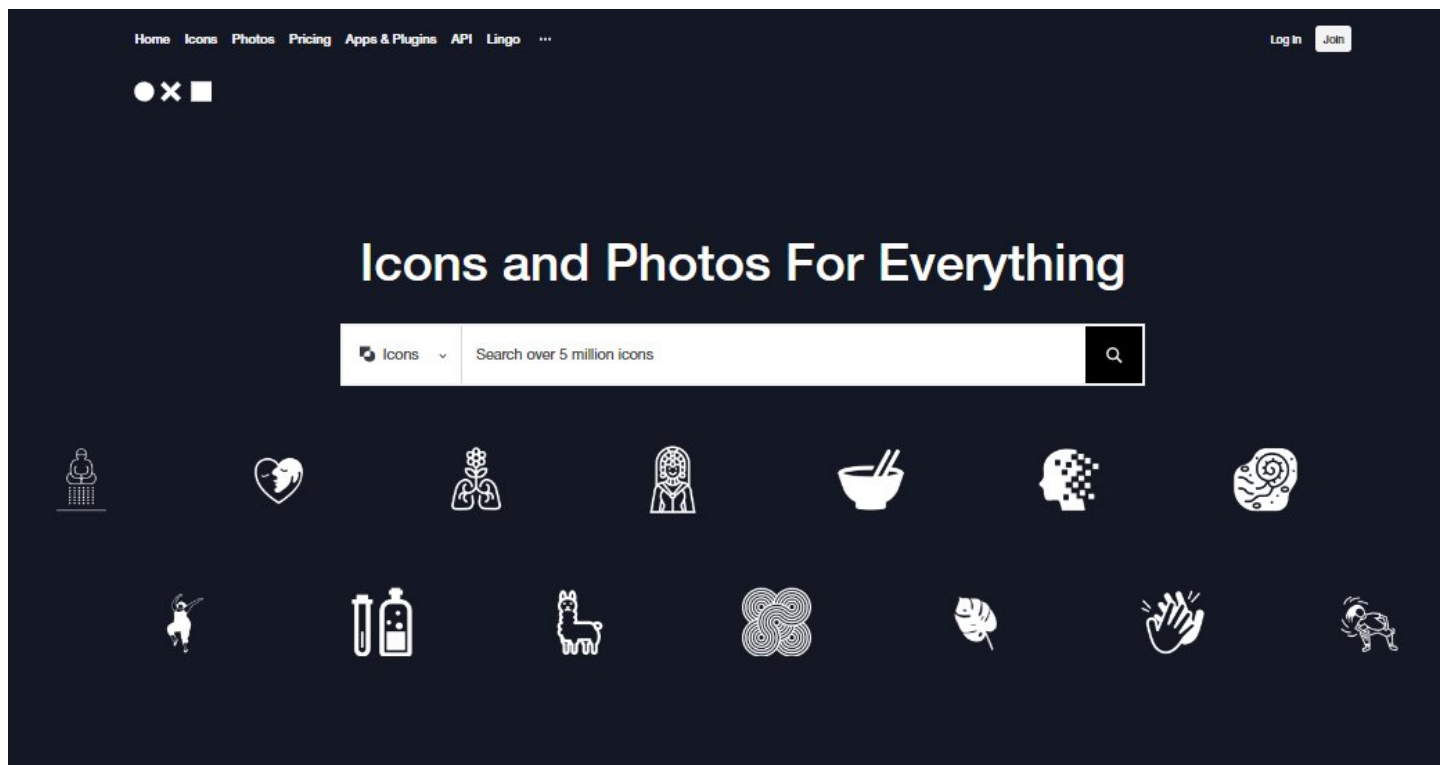
Instant & dynamic feedback

Answers from your audience will appear in real-time with our dynamic and vibrant visuals. Our interactive slides will grow and change as your audience's submissions stream in. You can also add images and GIFs for some added fun and visual effect.

4.Noun Project

- Illustrate Your Ideas on Slides by downloading icons & stock photos.
- Browse over 5 million art-quality icons and photos.

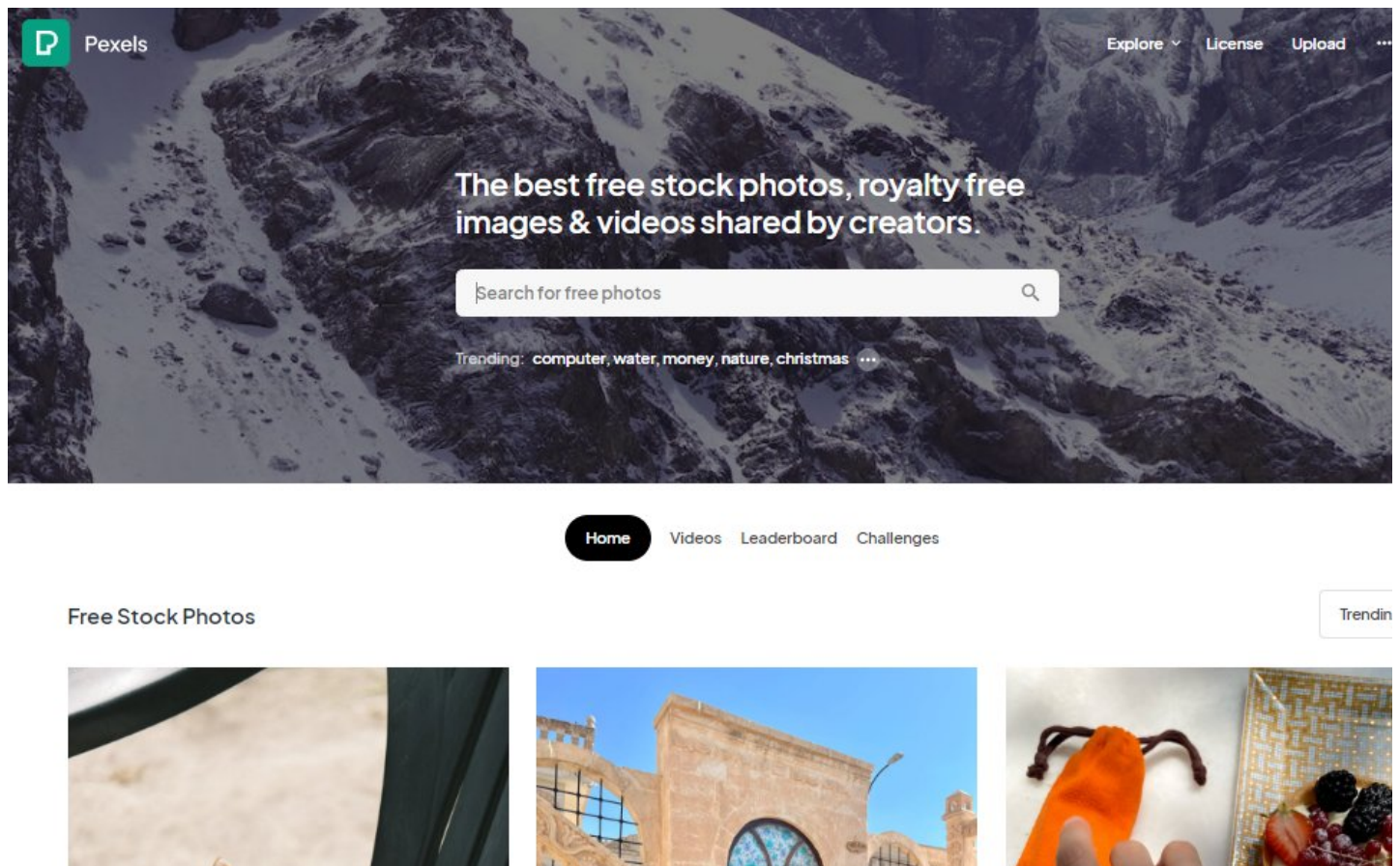
thenounproject.com



5. Pexels

- Populate Presentations with Beautiful Photos
- The best free stock photos, royalty free images & videos shared by creators.

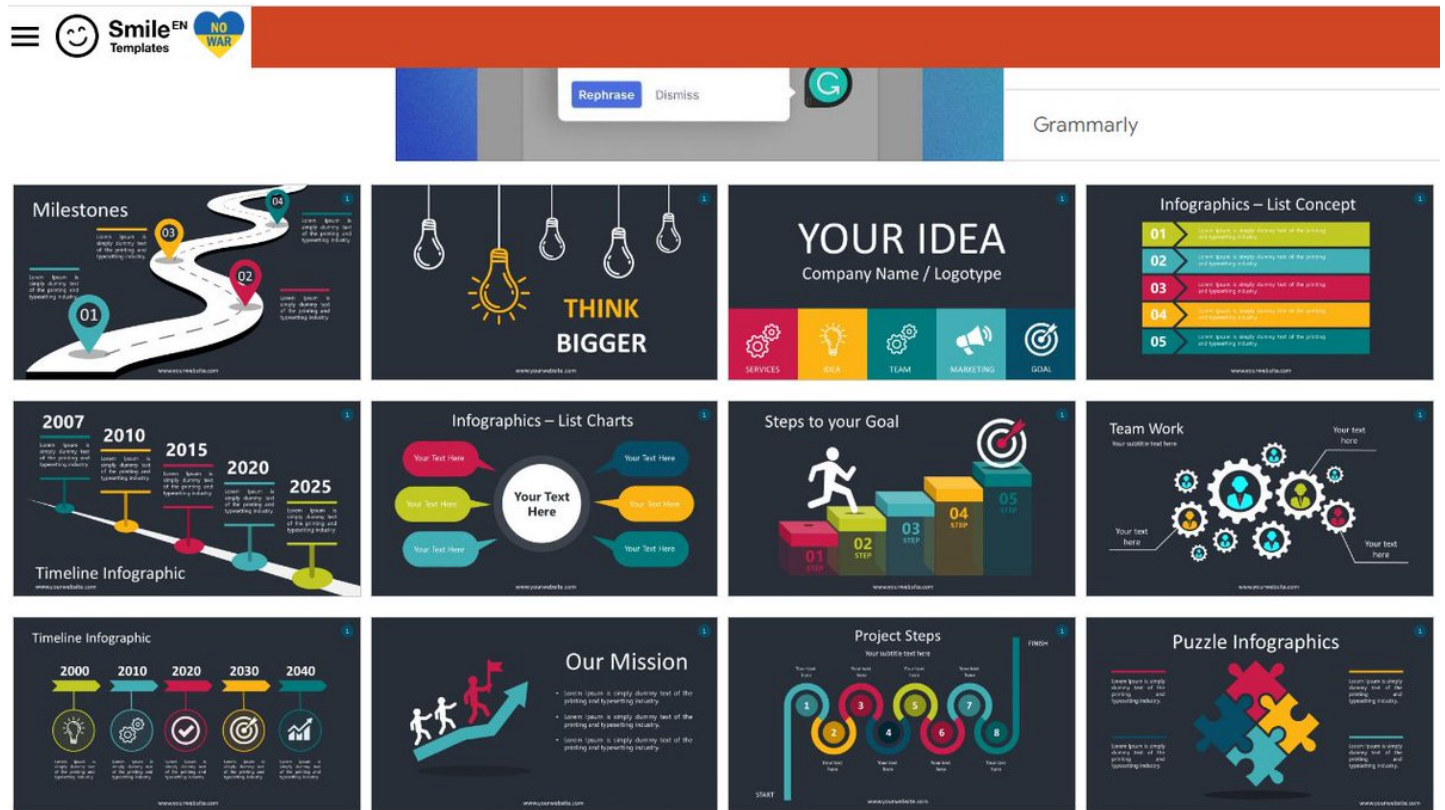
pexels. com



6. Templates

- Awesome templates are available on the web. It is difficult and time consuming to make good templates. I had bought one many years ago called Infograpia

- You can check out smiletemplates .com which are free or check out others



No one is born with great presentation skills. You must take all opportunities to present to hone your skills.

Tell a story

Prepare

Rehearse

Be authentic

Use the best tech tools

Follow me [@divyamittal_IAS](https://t.co/p8gZJ5tB3u) for more of these <https://t.co/p8gZJ5tB3u>

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— Divya Mittal (@divyamittal_IAS) October 18, 2022