



# **Effective Presentations:**

## Using PowerPoint to tell your story

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# Objectives of this session

- ▶ Learn Best Practices for building your story using PowerPoint
  - ▶ Understand the dos and don'ts when telling your story using PowerPoint
  - ▶ Participate in a fun exercise
  - ▶ Ask and get answers to your PowerPoint questions
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# **The “Power” of PowerPoint:**

Why PowerPoint is a powerful tool for storytelling



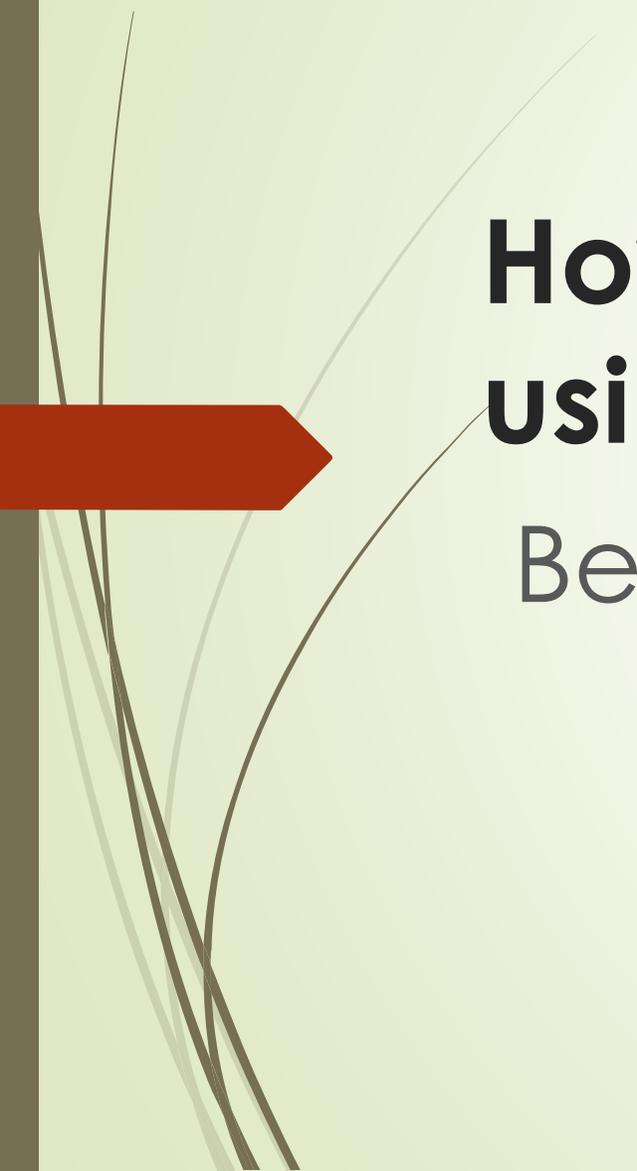
# PowerPoint

## ➤ Is

- An effective visual aid
- An assistant for building your story through talking points
- An illustrator for your narrative
- An enabler for an impactful summary

## ➤ Is not

- An alternative to your role as a presenter



# How to build your story effectively using PowerPoint

Best Practices



# Best Practice 1

- ▶ **Build your story:** Keep your talking points simple
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# Keeping your talking points simple

## Avoid

- ▶ Toastmasters International has introduced a new educational program called pathways to replace the old program as we knew it
- ▶ The Pathways program is intended to revitalize and modernize the Toastmasters curriculum and make it more relevant and aligned to modern day needs of members
- ▶ All the clubs in district 57 are now going to be following Pathways and some clubs will have members both for the old and new curriculums running side by side with members who are part of one curriculum or the other
- ▶ The members who are part of the old curriculum will have 3 years to finish the existing curriculum and move to the Pathways program
- ▶ To help clubs adopt Pathways district 57 has designated coaches who the club can reach out for assistance and then also invite them for a visit to the club to present at the club
- ▶ In addition to the Pathways coaches the Pathways Base Camp also has tutorials and materials that all the clubs can refer to in order to get answers to any questions they may have around the Pathways program in general



# Keeping your talking points simple

## Adopt

- ▶ Pathways is the new educational curriculum from Toastmasters International
- ▶ This educational curriculum aims to align with modern day needs
- ▶ District 57 is an early adopter of pathways
- ▶ A Pathways coach is available to clubs to assist in curriculum adoption
- ▶ Toastmasters on the old curriculum have 3 years to transition to Pathways





## Best Practice 2

- **Illustrate your narrative:** Watch how your story flows

# Watching the flow of your story

## Avoid

- ▶ Toastmasters International has had their old curriculum for quite sometime and so they are introducing the new Pathways educational program
- ▶ Pathways coach to help clubs that have questions about the new Pathways program
- ▶ Adoption of Pathways curriculum is underway for clubs in the District 57
- ▶ After members enrolled in Pathways, Base camp access is provided to all.
- ▶ Pathways is meant for club members who have been on the old educational program and members who are brand new can also enroll in it if their club offers it



# Watching the flow of your story

## Adopt

- ▶ Toastmasters International has introduced a new educational program called Pathways
- ▶ District 57 has adopted the Pathways curriculum for clubs within the district
- ▶ Members belonging to clubs in District 57 are now eligible to enroll in the Pathways program
- ▶ Upon enrollment, members have access to the self-service Pathways Base Camp
- ▶ A Pathways coach is available to assist District 57 Clubs as they progress on Pathways





## Best Practice 3

- ▶ **Illustrate your narrative:** Maintain consistency in font size, color and alignment
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# Maintaining consistency

## Avoid

- ▶ A Pathways learner selects a path that is align to their educational needs and expectations from the Toastmasters program
- ▶ Each path has five levels and each level has a certain number of projects under them
- ▶ A learner **must complete all projects in a level**, to **complete** that level
- ▶ *Once a learner completes all projects within a level, they can request their club VPE to submit their level completion credentialing to Toastmasters International, via the Base Camp*
- ▶ *Upon submission, after the level is marked as complete by Toastmasters International, the learner can then proceed to the first project of the next level*

Old Curriculum CC	New Curriculum Pathways
- 10 Speeches	Level 1 – 3 Projects



# Maintaining consistency

## Adopt

- ▶ A Pathways learner selects a path aligned to their educational needs
- ▶ Each path has five levels with a certain number of projects under them
- ▶ A learner must complete all projects within a level, to complete that level
- ▶ The club VPE to submits member's completion information to Toastmasters International
- ▶ Once the level is marked as complete by Toastmasters International, the learner can then proceed to the next level





## Best Practice 4

- **Illustrate your narrative:** Minimize distractions and maintain relevance when using graphics and animation
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# Minimizing distractions and ensuring relevance

## Avoid

- ▶ The Pathways Base Camp offers a plethora of tutorials on how to use the Base Camp and also on the individual projects within each level



- ▶ Prior to completing their projects a learner can view tutorial videos on the objectives of their project and the ways to accomplish them



- ▶ This feature acts as a quasi-mentorship in addition to the mentoring programs and feedback mechanisms offered by a club to their members



# Minimizing distractions and ensuring relevance

## Adopt

- ▶ The Pathways Base Camp offers a plethora of tutorials on how to use the Base Camp and also on the individual projects within each level
- ▶ Prior to their projects a learner can view tutorial videos on the objectives of their project and the ways to accomplish them
- ▶ Used judiciously, these tools can be they key to a learner's success within the Pathways program





# Best Practice 5

- ▶ **Impactful Summary:** Close with a verb
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# Closing with a verb to create an impact

## Avoid

- ▶ Here are the instructions for logging into Pathways
  - ▶ After navigating to the Toastmasters website at [www.toastmasters.org](http://www.toastmasters.org) go to the menu item under Education
  - ▶ Under that menu item you will find a link to Pathways Learning Experience, click on that item
  - ▶ You will then get a login box where you can create a login and password if you have never logged in or log in with your credentials that you created previously if this isn't your first visit
  - ▶ After you log in you will be in the Base Camp area under Pathways



# Closing with a verb to create impact

## Adopt

- ▶ Instructions for logging into Pathways
  - ▶ **Navigate** to the Toastmasters website at [www.toastmasters.org](http://www.toastmasters.org)
  - ▶ **Click** on Education
  - ▶ **Select** Pathways Learning Experience
  - ▶ **Enter** your login credentials if you have previously created one, after clicking on the “When can I start” button
  - ▶ **Choose** “Forgot Password” if you are a first time user
  - ▶ **Follow** steps to register with a login id and password if this is your first visit
  - ▶ **Log in** using your new credentials; this will take you to the welcome page of the Base Camp





# Telling your story

## Best Practice Recap

- **Build your story:** Keep your talking points simple
- **Illustrate your narrative**
  - Watch how your story flows
  - Maintain consistency in font size, color and alignment
  - Minimize distractions and maintain relevance when using graphics and animation
- **Impactful summary:** Close with a verb



# How to deliver your story using PowerPoint Tricks & Tips

# Delivery Do's and Don'ts

## ► Logistics

- Set up advance if you can; do a test run
- Use a slide advancer
- Minimize the usage of laser pointers

## ► Body Language

- Narrate your story; avoid reading your slide
- Utilize the blackout feature and use the floor; back away from those slides !
- Maintain eye contact especially when delivering your key messages

## ► Vocal Variety

- Vary your pitch to keep it interesting
- Involve the audience if possible



Thank You!

