

## **TCB IN ACTION!**

# **Mini-course presenting**

#### **31 May, 7 June, 21 June**

#### By

- Labhi Shakya (NLR Nepal)
- Luisa Cintra (NHR Brazil)
- Anne Schoenmakers (NLR the Netherlands)
- Marente Mol (NLR the Netherlands)
- Christine Fenenga (NLR the Netherlands)



until **No Leprosy Remains** 



**Objectives:** 

What will you be able to do?

- 1. structure a presentation in an understandable, effective and efficient manner
- 2. disseminate (scientific) information to different types of audiences (e.g., international audience, lay audience, policy makers)
- 3. incorporate creative elements in a power point presentation
- 4. give a short presentation, using your practiced skills













# **Programme of the mini course**

```
Session 1(31 May): Basics of presenting
Short assignment
```

Session 2 (7 June ): How to use virtual aids Preparing a presentation

Session 3 (21 June): Presentations

#### **Good presentation**

What was the best presentation you have been to? Describe it

Why was it so good?







#### **Bad presentation**

#### What was the worst presentation you have been to? Describe it

Why was it so awful?





Could you please take a seat. This is a presentation not a word find puzzle.













Can we move on now? We've spent 20 minutes on this slide and I still have 15 more infographics to cover.









freshspectrum.com



I added the references to make my BS seem well researched



#### I am awesome

Terwilliger, Donrun, and Joseph. 2009. "Monekys and their poo." Jungle Press. Tuscon

Terwilliger and Joseph. 2007. "Oof that hurt my head." BS Press. Nowheresville

Tankerton. 2012. Boo, ha scared you. Taneytown press. Taneytown

Sandddd. 1999. "I'm sad because my name has too many ds." Kermie Unlimited. Sesame

Bollards. 2011. "No it's not a curse word." BS Press. Nowheresville



# A brain friendly slide



• Key words  $\Rightarrow$  Not full sentences



- Icons and other visuals
- $\Rightarrow$  Get points across better than words

• White spaces

=> Visually balances the slide, lets the eye rest



Main part Ca. 70%

Explain the topic, justify facts and give examples

Clear structure, logically organized

Use images and graphics

Focus on the essentials

Make your presentation interactive Conclusion Ca. 15%

Sum up important headlights (2-3 bullets)

Answer questions

Receive feedback



# Important questions to guide yourself when starting a presentation:

What is your goal with this presentation?

Who are you talking to? (audience)

#### What message do you want the audience to take home?



#### **Presenting to different audiences**

Biologist Explains CRISPR in different levels of difficulty:

To a child: <u>https://youtu.be/sweN8d4\_MUg?t=28</u> To a college student:

https://youtu.be/sweN8d4 MUg?t=183







#### More tips when preparing a presentation





- . Clear and logical ordering
- . Readability : font, spacing
- . Intro: Explain your objectives, grab attention
- · Clear and concise conclusion, tied with intro
- . Mind requirements (own & host organization)
- . Mind allotted time: Count 2 min. for 1 slide
- . Number speaker notes
- . Be prepared and practice!

#### **General tips for presenting**

- Maintain eye contact while presenting and smile
- Use gestures and facial expressions; engage
- Effective beginning/end
- Use different types of media
- Use effective pauses, avoid filler words
- Don't fight the stage fright & take deep breaths
- Choose the right angle on standing during a presentation





# NLR

#### **Recap session 1**

- Who is your audience?
- What story do you want to tell?
- How do you structure your presentation?
- What are the guidelines for a presentation (e.g. template, presenting time, number of slides)?
- How to engage your audience?

#### **Overview Session 2**





How to work with Powerpoint – creative elements

PicturesAnimationsSmartArtIconsColoursDesign



Do's and Don't when designing a presentation



#### Start with a strong opening



#### The audience will make a value judgement about you, your organization and your message within the first minute of your presentation



#### Engage your audience at the start $\rightarrow$ makes them curious





# "Who is this room ever had an itching mosquito bite?"



## Meet dr. Nelly!



# One of the only 21 dermatologists in Tanzania!



# Let's practice together!

#### **Getting started with Powerpoint!**

	AutoSave 💽 🖪 🍤 🤇	○ 또 · Present	ation1 - PowerP	✓ Search			Marente	Mol MM	<b>函</b> —	o x	
	File <mark>Home</mark> Insert I	Draw Design Trans	sitions Animations	Slide Show Red	ord Review Vie	ew Help		P	Record	🖻 Share 👻	
_	Paste V V V V V V V V V V V V V V V V V V V	□ Layout × □ Reset □ Section × B I U	S ab AV Aa ✓	A <sup>×</sup>   A <sub>2</sub>   ≡ - i ≡ - A -   ≡ = = =	· · ☲ ☲ ↓≡ · ↓↓ · □ = □ = · · · · · ·	Shapes Arrange	Quick Styles ~ Q ~ Se	nd Q eplace ~ elect ~ V	Sensitivity	2 Designer	
	Clipboard 🗳 Slides	5	Font		Paragraph	Drawin	g 🗔 E	diting Voice	Sensitivity	Designer 🖌	
↓	1										
File Home	e Insert Draw De	esign Transitions	Animations	Slide Show Re	cord Review	View Hel	p Shape Form	at		□	d 🖻 Share
Paste Clipboard	New Reuse Slide V Slides	Calibri Light (Headin B I <u>U</u> S <del>ab</del>	igs) v 60 v A^ A A¥ v Aav				Arrange Quick v Styles v	<ul> <li>✓ ✓ ✓ Find</li> <li>✓ ✓ ✓ ✓ Find</li> <li>✓ ✓ ✓ ✓ Repla</li> <li>✓ ✓ ✓ ✓ Selection</li> <li>✓ ✓ ✓ ✓ Editing</li> </ul>	ce × Dic t × Vo	ctate Sensitivity	Designer
	Click to add subtitle										

~











Insert















bbc.com/news/health-63626239

# Leprosy: Ancient disease able to regenerate organs

() 16 November 2022





| Leprosy can damage the nerves, leading to disability








































## Changing the colour







## Changing picture styles











Insert



### Pictures - Aligning multiple pictures, text blocks or figures



#### **Option 1:**

# Look at the red dashed lines which appear when moving objects around

<i>w</i> Desigr	n Transitions	Animations	Slide Show	Record	Review Vie	w Help	Shape Format	
Layout ~ Reset Section ~	B I U S	~ 20+ → AV ~ Aa	→ Aˆ A˘   Aç ~   <u>A</u> ~ <u>A</u> ~		צ≣ × ⊡ ⊒ : ≣ ≡ ≡   ■ ×	≣~ <mark>↓</mark> ↑~ ⊕~ 2∎~	▲\\□00^ Δlι¢ψ©~ &\\{}☆₹	rrange Styles ~ 🖉 Shape Fill ~
		Font		5	Paragraph	آ <u>م</u>	c c	Drawing Fail

# Aligning multiple pictures, text blocks or figures Option 1: Option 2: Select all objects by holding down Shift and clicking on all of them. Select Arrange in the top options bar, then choose Align or Distribute. Choose the type of alignment you like.

#### Option 2:

- 1. Select all objects by holding down **Shift** and clicking on all of them
- 2. Select Arrange in the top options bar, then choose Align or Distribute.
- 3. Choose the type of alignment you like.







# **Tips for picture usage**

- Pictures need to support your story
- Only use good quality pictures
- Balance pictures & text on your slide
- Do not change the proportions of the picture
- Follow the "The ILEP Policy for the use of language, photographs/imagery" <u>https://zeroleprosy.org/wp-content/uploads/2022/03/ILEP-Policy-on-Language-and-Imagery-18Oct2016.pdf</u>





# Why should you use icons?





# This is a Text-Heavy Slide

- Bullet points are only a good idea when they call out a small handful of keywords. If your content includes full sentences and paragraphs, your audience will start to gloss over.
- It is your job to call out key information you're giving a presentation, not a reading assignment.
  People cannot be expected to read through tons of material while also listening to you speak.
- The brain gets overwhelmed when there are no visual resting points. Keep enough white space that your content is in focus; wall-to-wall information leads to information overload.

## This is a Brain-Friendly Slide



#### Keywords

Not full sentences



#### Icons + Other Visuals

Get points across better than words



#### White Space

Visually balances the slide & lets the eye rest





#### **Climate Change: Effects**

#### What causes climate change?

- Greenhouse gas emissions, typically from:
  - · Travel and transportation
  - Industrialization
  - Factory Farming

Effects of these issues:

- Stronger hurricanes & cyclones
- Desertification
- · Decreases in snow and ice cover
- Rising Sea Levels
- Species Loss
- Coral bleaching





snow



More severe hurrianes & cyclones



Species loss



Coral Bleaching



Desertification







# **4** methods to find icons

### 1. Use the NLR icons





# **NLR icons**

NLR has developed icons which relate to our work!

Download link: <u>https://drive.google.com/drive/folders/1TqeiPqyshYOpwdy7eA\_6PsojZ2h7Wd</u> 17







# **4** methods to find icons

- 1. Use the NLR icons
- 2. Use the standard Office/PowerPoint icons: *insert*  $\rightarrow$  *icons*

















# With this new project, we will:







# **4** methods to find icons

- 1. Use the NLR icons
- 2. Use the standard Office/PowerPoint icons: *insert*  $\rightarrow$  *icons*
- Search online: make sure they are open-access (free to use), with 'no background'. Links available via: <u>https://www.canva.com/learn/free-icons-</u> <u>download/</u>
- 4. Design your own icon 🙂





- Do not over-use animations
- Especially the 'Appear'-animation can be useful!
- The 'Animation Pane' can help to change the animation order, animation starting methods, animation duration, etc.



















# GoodBadAufallGoodBadCourse











# **NLR colours from the NLR Brand Manual**







## NLR colours from the NLR Brand Manual

Orange	#E9560D
Greige	#f0f0E2
Black	#000000
Blue	#5FC3DB
Green	#9EC868
Warm Grey	#484B43









Click to add notes

٠

Font	F3	Paragraph	5	Drawing 🕞	Editing	Voice	Sensitivity	Designe







# **NLR colours!**

Orange	#E9560D				
Greige	#f0f0E2				
Black	#000000				
Blue	#5FC3DB				
Green	#9EC868				
Warm Grey	#484B43				






# **NLR colours!**

Orange	#E9560D					
Greige	#f0f0E2					
Black	#000000					
Blue	#5FC3DB					
Green	#9EC868					
Warm Grey	#484B43					





Colour blocks make your slides more appealing & clear







### **NLR colours!**

Orange	#E9560D					
Greige	#f0f0E2					
Black	#000000					
Blue	#5FC3DB					
Green	#9EC868					
Warm Grey	#484B43					



# Colour usage Colour blocks make your slides more appealing & clear



# With this new project, we will:



Reach for great results

Create a positive atmosphere

Leave no-one behind

# With this new project, we will:





#### You can also make colour blocks semitransparent

Colors	?	$\times$
Standard Custom	Oł	(
<u>C</u> olors:	Can	cel
Color mo <u>d</u> el: RGB $\checkmark$		
<u>R</u> ed: 0		
<u>G</u> reen: 0	Ne	w
Blue: 0		
<u>H</u> ex: #E9560D		
<u>T</u> ransparency:		
< > 0 % ▲	Curre	ent



# The impact of leprosy on persons affected





# The impact of leprosy on persons affected

# The impact of leprosy on persons affected

Inse	ert∮	- 🛱 Sr	martArt									N	
File Home	Inse	<b>rt</b> Draw Design Tra	ansitions Animations Slide	Show	Record	Review	/ Viev	v Help	Shape Format			Record	🖻 Share 👻
		Screenshot ~	SmartArt	பி		S	ଡ	ţ	A 🖹 🖊 🛱	Ω	⊲沙	PO	
New Reuse	Table ~	Pictures 🔄 Photo Album 🗸	Shapes Icons	Power BI	Forms	Add- ins ~	Links ~	Comment	Text Header WordArt	Symbols ~	Media ~	Cameo	
Slides	Tables	Images	Illustrations	Power Bl	Forms			Comments	Text			Camera	

<i>Insert</i> -		NLR
File Home Insert Draw Design Transitions Animations	Slide Show Record Review View Help Shape Format	□ ■ Record  Share ~
Images       Images	Addr       Image: Second	くり) Is Media Cameo 、 Camera
	Choose a SmartArt Graphic	? ×
	Ist   Ist   Cycle   Hierarchy   Relation   Matrix   Pyramid   Picture   Office.co     Office.co     Image: Control of the control of	-sequential or grouped blocks faximizes both horizontal and pace for shapes.
		OK Cancel

Mini-course presenting – Session 2

87





- Illustrate information and ideas in a visual way
- More visually appealing than regular text
- Make information easier to interpret

- Bullet lists
- Processes or continuous cycles
- Organizational charts or hierarchies
- Relationships

- Illustrate information and ideas in a visual way
- More visually appealing than regular text
- Make information easier to interpret

Explained: Create a SmartArt graphic from scratch

- Bullet lists
- Processes or continuous cycles
- Organizational charts or hierarchies
- Relationships











- Illustrate information and ideas in a visual way
- More visually appealing than regular text
- Make information easier to interpret

- Bullet lists
- Processes or continuous cycles
- Organizational charts or hierarchies
- Relationships







- Illustrate information and ideas in a visual way
- More visually appealing than regular text
- Make information easier to interpret

- Bullet lists
- Processes or continuous cycles
- Organizational charts or hierarchies
- Relationships









- Illustrate information and ideas in a visual way
- More visually appealing than regular text
- Make information easier to interpret

- Bullet lists
- Processes or continuous cycles
- Organizational charts or hierarchies
- Relationships

















#### **Designer** option



4 1 5 1 6 1 \*

#### **Our Timeline**

- 2015 Founding of Company in USA
- 2018 Start of Business Activities in Europe
- 2019 Opening of new logistics center in India
- 2020 Planned opening of new production facility in China
- 2021 Planned opening of new logistics center in Germany



Thumbnails

-00

rù.

0

÷

CV.









### Why is SDR-PEP important?







# Why is SDR-PEP important?

# **Designer** option

Automatically creates **professional** looking slides Easy and quick to use Improves the design of a slide to make it **more attractive**  Works well with pictures, icons, timelines and bullet points

Does **not always work** with older Office/PPT versions or when using a PPT template



105









presenting

**Presenter view** 

- Timer and next slide visible •
- Only when using a second • monitor





# Do

- Keep the text amount below 6-8 lines / 30 words
- Use a large font (≥24pt.)
- Add visuals to illustrate your ideas they should be readable from the back of the room
- Keep it simple
- Be consistent in the design of your slides (same font & colours)
- Highlight phrases to emphasis key words
- Use icons to support your message
- Count ~1min presenting for 1 slide
   → 15 slides = ~15min presentation time

# Don't



- Add too much text
- Use busy backgrounds
- Use hard-to-read colour combinations and fonts
- Overload your presentation with pictures and animations








#### **Top Sales Sources**





 32% of transactions happen in-store



- 5% of sales are made over the phone
- 63% of transactions are made online









#### PAY ATTENTION in meetings

Renging 92% of your job depends on your ability to do this. You registrowe here able to true out in a class of 400 people for an hour but you by their in annexing at work, people are going to ratios. Don't but under the table with your phase either. We can see you.

Paping associates in meetings is key to exacting yes know which gaing mits your trains and company, as well as which exacting of you. You also don't want comeans to also you againstics only for you to have to ask Store to regard themas we because you are over it foreign, Thick in acting to been members and makes you against approximation.























## Interactive tools to engage with your audience

- <u>Miro</u> visual platform for brainstorming, mapping, etc.
- <u>Mural</u> digital whiteboard for teamwork (used during Session 1)
- <u>Kahoot!</u> tools for online quizzes
- Google Jamboard Collaborative digital whiteboard
- <u>Mentimeter</u> interactive polls, quizzes, and word clouds



## Useful explanatory videos



- How to animate text or objects in PowerPoint
- How to add speaker notes in PowerPoint
- How to add a chart or graph to your PowerPoint presentation
- Use SmartArt in PowerPoint
- <u>PowerPoint templates</u>
- Improve PowerPoint slides with Designer
- <u>www.canva.com</u> for designing & finding templates → free full eccentration of the second structure of the second

### **Template examples**







1.Create 3D filled SPHE... 11 juni 2021

10.Create Countdown Ti... 7 augustus 2019



11.Create 4 step ANIMA... 13 april 2021



11.Create 6 Year TIMELI... 7 augustus 2019



12.Create 7 Step Rectan... 3 juni 2022



12.Create PERFECT Cloc... 7 augustus 2019



13.Create 6 Year TimeLi... 20 september 2021



13.Create 7 Step BULB I... 20 september 2021



13.Create BOUNCE BAL... 7 augustus 2019



14.Create GLASS FLASK ... 7 augustus 2019



15.Create 4 Step SLIDIN... 20 september 2021



17.Create 8 Step ROUN... 7 augustus 2019



17.Create logo Search A... 19 maart 2021



18.Create Clickable Profi... 22 maart 2021



19.Create PAPER PLANE... 7 augustus 2019



2.Create 4 Year SEMI Cl... 20 september 2021



2.Create 6 STEP MULTI L... 7 november 2019



2.Create SMOOTH TEXT... 7 augustus 2019

## **Template example - Countdown Timer**



# www.canva.com → find templates & design yourself (posters, flyers, presentations, etc.)





#### More tutorials on PowerPoint and other computer programmes



SLIDES

Present with CONFIDENCE with THESE 3 PowerPoint Tips Lais distant @ 1,1 min, wergaren + 4 jaar geleten Join 30,000-Portesionalis in our consers: https://www.selplus.com/courses/ How can you make a great PowerPoint presentation Valle sure you follow these 3 tips to inform, impress and captivate... Ordentiation



How to Easily Make a Video 🛄 in PowerPoint (Slideshow & Screen Recording) Leila Gharai 👻 528K weergaren + 1 jaar geleden Join 30,000 professionals in our courses https://www.selplus.com/courses/ Learn how to create a video using PowerPoint. If first show you how to record your screen and related audio and...



Discover the Roadmap to Engaging PowerPoint Presentations Lelia Gharan (\*) 20% exeguren \* 3 jaar geleden Link to Simple Billes to male better alle RAIT: https://www.simples/lides.co/a/45563/9/MSRm&U None of us warts to be the person who delivers boring presentations that put people to sileep...



3 PowerPoint HACKS for INSTANT Improvement (incl. Morph between Shapes) Lelia Ghamai © 4,1 min. weergaven - 4 jaar geleden The fras 500 people to sign up via my link will get two FREE months of Skilahare Premium: https://dk.dh/skigut2.These 3 PowerPoint tigs will save you so much time when creating your next...



#### https://www.youtube.com/@LeilaGharani/search?query=powerpoint







# until **No Leprosy Remains**