

Basic Tips on Safety and Health Presentations with PowerPoint ASSE Luncheon, Bruce Lippy, September 2, 2015

You may want to consider the following actions:

1. Remember you speak in service of the audience. Understand them.
2. Be honest and decide whether you are using PowerPoint as a teleprompter or a training tool.
3. Determine whether you will have a story-driven or premise-driven narrative.
4. Don't cram too much into your talk.
5. Bring your audience into your setting.
6. Provide clear verbal and visual cues that you are transitioning between sections.
7. Employ language that clearly signals you are concluding your talk.
8. Strive to be an expert who speaks rather than an expert speaker.
9. Use strong images, but watch for photoshopped and copywritten photos.
10. Use the rule of thirds to improve the power of images.
11. Avoid PowerPoint backgrounds, they just eat up space.
12. Don't worry about the number of slides, worry about the content.
13. Use a remote to better control and expedite the presentation.
14. Use case studies and real people, not clip art.
15. Use bullets sparingly and keep the structure parallel.
16. Avoid saying "I know you can't read this" or "Sorry for the eye chart." Fix the slide so they can read it.
17. Try the Assertion-Evidence approach to PowerPoint. It is based on research.
<http://www.writing.engr.psu.edu/slides.html>
18. Left justify copy. Fully justified copy is tidy, but harder to read.
19. Don't be afraid to go to black with the "B" key so folks focus on you and not the screen.
20. Point size is relative during presentations. Keep it large!
21. Sans Serif Faces are easier to read than serif faces. Use Arial, Calibri or Tahoma, bold.
22. Make sure your presentations are 508 compliant by using the existing PPT templates and avoiding textboxes. Use alt-text to describe photos.
23. Check out the following sites of free images:
 - a. Wikimedia Commons: <https://commons.wikimedia.org>
 - b. Electronic Library of Construction Occupational Safety and Health (eLCOSH): <http://www.elcosh.org/>
 - c. FEMA: <https://www.fema.gov/media-library/assets/images>
 - d. Navy: <http://www.safetycenter.navy.mil/>
 - e. UK Health and Safety Executive:
<http://www.hse.gov.uk/resources/images.htm?ebul=gd-images>
 - f. Ellen Finkelstein's Site on PowerPoint: <http://www.ellenfinkelstein.com>