

LEARNING HANDBOOK

Guidance and tools to support systematic learning before, during and after project activity in health and care

Presentations

Slide decks (or slideshows) are often used as a backdrop to a spoken presentation, however with the increasing use of the web for knowledge sharing, slide decks are frequently used as a stand-alone tool.

When?

Slide decks should be used when you have information, a concept or idea that can be easily conveyed in a series of short paragraphs or bullet points – this is particularly true when using slides as a stand-alone resource without voiceover or a spoken presentation.

Who?

Anyone can create a slide deck as a way to share learning with others.

How?

To engage with your audience it is recommended that you carefully consider the length of the slide deck and quantity of information it holds.

As a general rule of thumb, stick to 10-15 slides containing up to five bullet points each. Limiting yourself to a set number of slides and bullet points can make sure you focus only on what is most important to share.

To create a slide deck you firstly need to choose a software solution, e.g. [Microsoft PowerPoint](#), [Prezi](#), [HaikuDeck](#).

If you are using slides as a background to a spoken presentation, taking time to practice is important to ensure your slides offer the right prompts, take the right length of time to deliver, and can be seen easily by an audience.

Saving your presentation on your organisation's shared drive or Intranet is one way to ensure it is accessible by others. If you want to make it accessible to external stakeholders too, uploading the slides to [SlideShare](#) might be useful – your organisation may have a corporate account that you will want to link to for further exposure and accessibility.

Many online presentation software packages automatically make presentations public without a paid subscription, so be careful of your content if your slides will be publically available.

Things you need:

- Laptop / computer
- Presentation creation software
- Audio recording equipment (if putting a voice over on top of the presentation)

