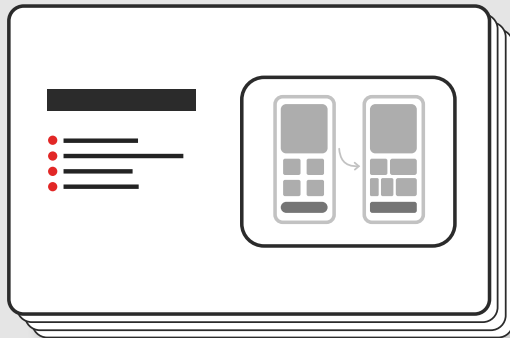
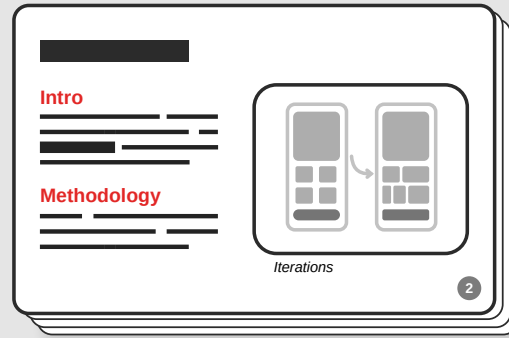




To present in person



To circulate



Structure Your Slide Deck

The way you design your presentation slides is crucial for how your message is received. This planner helps you master the art of slide design by guiding you through the distinct requirements of slides for oral presentations (where you speak) versus written presentations (where the deck stands alone). By clarifying these differences, you'll ensure that your slides support your message, engage your audience, and achieve your communication goals.

How to Use This Template

First, identify the primary format of your upcoming presentation. Then, follow the prompts for your chosen format and outline the key content and design considerations for your slides. Think about the principles discussed in your training—the more detail you put in, the more effective your final slides will be. **Keep this template as a living document—you will build on it in future activities as you refine your presentation skills.**

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Part 1: Your Presentation Context

Briefly define the scenario for the presentation you are planning.

Presentation Topic

What is the core subject or theme of your presentation? Be specific.
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Primary Audience

Who are the key individuals or groups you will be presenting to?
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Main Goal/Desired Outcome

What do you want your audience to **do, think, or feel** immediately after your presentation?
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Part 2: Choose Your Slide Deck Format

Select the primary format for your upcoming presentation. This choice dictates how you will design your slides.

Primary Slide Deck Format

Check one below:

- ☐ **Oral Presentation** (You will be speaking live alongside these slides)
- ☐ **Written Presentation** (This deck will be shared and read independently, without you speaking)

Part 3: Plan Your Slides for Your Chosen Format

General Visual Principles (Apply to All Slides)

Before you begin, remember these universal design practices for visual consistency:

- Use a consistent set of fonts and a defined color system.
- Ensure strong contrast ratios and accessibility.
- Apply Gestalt laws for effective spacing and information grouping (e.g., larger space above titles than between paragraphs).
- Your cover page should include title, subtitle (optional), date, and presenter name.

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Oral Presentation

Here, your slides serve as **visual aids**, not scripts.

Simplicity and Minimal Text

How will you ensure your slides remain simple, with minimal text, allowing the audience to focus on you, the speaker? (Avoid paragraphs; use keywords/images).

Example: *Each slide has one main image, with 3-5 keywords only.*

Progressive Disclosure

How will you reveal content progressively to match your narrative flow? (e.g., using animations to show one bullet point at a time).

Example: *Bullet points will appear on click, not all at once. Graphs will build component by component.*

Live Interactivity (Optional)

How might you leverage live interactivity features (e.g., asking questions, online polls, live reactions) during your talk?

Example: *Plan for a quick poll after the problem statement to gauge audience experience.*



Key Content Outline (Oral)

Briefly outline the key message or visual for each major slide/section.

[illegible]

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Written Presentation

Here, your slides must be **self-sufficient** documents.

Self-Supporting Content

How will you ensure your content is fully understandable without you present? (Use full sentences, paragraphs, bold important information for emphasis).

Example: *Each slide will have 2-3 detailed sentences for key points. Critical data will be bolded.*

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Structured Layout and Pagination

How will you design your layout for greater structure and easy navigation? (Include clear sections and consistent pagination).

Example: *Use consistent section headers. Each page will have 'Page X of Y' and section titles visible.*

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Meaningful Headlines

How will your headlines convey key facts immediately, rather than being generic?

Example: *Instead of “Research Findings,” use “56% of Users Drop Off at Checkout.”*

[illegible]

Asynchronous Interactivity (Optional)

How might you embed links or clickable areas to guide readers to additional resources or internal sections?

Example: *Embed links to full user research report and linked wireframes.*

[illegible]

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Key Content Outline (Written)

Briefly outline the key content for each major slide/section, focusing on how it will be self-explanatory.

[illegible]

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Do You Want to Learn More?

Learn how to use this template to its full potential in our online course **Present Like a Pro: Communication Skills to Fast-Track Your Career**. Sign up for it today and learn how to gain confidence and credibility that push your career forward.

Present Like a Pro: Communication Skills to Fast-Track Your Career

Enroll Now! >



Beginner Course

In this course, you'll:

- **Get excited** to finally see your work get the **recognition and results** it deserves. Strong communication is the #1 skill employers seek, and research shows it's directly linked to **faster promotions and higher salaries**.
- **Make yourself invaluable** when you master the art of delivery and craft messages that resonate. Research shows that people trained in presentation skills are 12% more likely to move into leadership roles. Deliver presentations where each word works for you and gets you the results you want.
- **Gain confidence and credibility** as you learn how to overcome nervousness and impostor syndrome, use your voice and body language to engage any audience, and **own every room you enter**. Never again leave a meeting thinking, "I should have said that better."
- **Craft your personal portfolio** with step-by-step guidance. Through hands-on activities, you'll create a professional presentation video—an impactful asset that showcases your skills and helps you stand out to employers, clients, and collaborators.

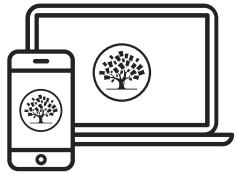
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