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The Art of Effective PowerPoint Presentation

Name of the event: President's Townhall, 25 April 2026
 Location : FNPH Conference Hall
 Presenter: Dr Pem Namgyal

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Public speaking is an art that can be learnt

- Very few are born great speakers
- But everyone can train to be a good, if not, a great speaker
- While the art of speaking can be learnt through training, to be a good speaker you have to have substance
- Therefore, read, read everything you come across

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What to do when invited to give a talk?

- When you are invited to give a talk, keep a few things in mind
 - Who is your audience?
 - How much time do you have for your talk?
 - Is there something that the sponsors or whoever is inviting you to speak want you to convey to the audience?
 - Do your research before you begin to prepare your talk

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Few things to keep in mind... 1/2

- **Posture**
 - If standing on open stage, maintain T-stand, chest slightly out, stand straight
 - Have your hands out of your pockets
 - If at a podium, do not grip tightly the podium, or hide behind it
- **Gaze**
 - Let your gaze rove over, do not stare at any one person or into one particular corner
 - Do not stay looking down to the floor

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Few things to keep in mind... 2/2

- **Gesture**
 - Avoid too much movement of arms
 - No pointing
 - Avoid grand gestures
- **Voice**
 - Speak loud enough to be heard; don't mumble
 - Modulate the tone of your speech so that you are not going on in a monotone
- **Pace**
 - Speak slowly and clearly
 - If you have prepared adequately, you should not have to rush your talk in the time allotted to you

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Things to avoid in public speaking

- Reading what you are holding or reading the text in your slide without looking at your audience
- Turning your back to the audience to read your slide (we will come to this later)
- Verbal props: *I mean, you see, er-* these are real killers of a good speaker

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Some tricks you may find useful

- Anecdotes or jokes- but make sure they are appropriate, not racist, not sexist
- A few quotations are always good, but don't overdo it
- To show you know your subject is good, but don't give the impression that you are showing off..

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Purpose of PP presentation

- Power Point is a tool to help you communicate better
- Power Point itself is not the subject; it is only to assist you to convey your message better and more effectively
 - People came to hear you, to be moved or informed (or both) by you and your message; not to watch fancy slides
- Do not let PP point distract the audience from the main purpose of your speaking

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General considerations... 1/3

- Slides should be legible when held at arm's length
- The use of background colours is not generally recommended
- Limit the number of words per bullet to no more than 15, max 20
- Leave space, at least the height of an uppercase letter, between lines of text
- All fonts, including that on graphs, should be 18 point or larger
- Graphs and charts should use bold lines and symbols that contrast sharply with the background

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General considerations... 2/3

- One slide for every 2 minutes of your presentation:
 - e.g. a 30-minute presentation = 15 slides ideal, max 20 slides
 - intersperse text slides with photo, graphs or charts to illustrate your points
- How much is too much?
 - your slides should be used to control the timing, pace and flow of your talk
 - Do not put the whole script of what you want to say; the bullets on the slides are to guide your talk and capture main point in bullet form
 - Slides should capture main (outline) point in bullet form; 5 – 6 bullets per slide

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Choice of design/background/color

- Most organizations have a standard template, so does JDWNRH, use it
- There are many fancy templates; usually better to keep it simple
- Avoid too much color, too little color, ensure sufficient contrast to make letters readable

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Font size and typeface

- Your goal is to create “easy to read” slides
- Arial is your best choice for letters on text slides and charts and graphs – Arial Narrow is an alternative
- Dark lettering on a light background is clear and will photocopy well
- Don't put more than 7 bulleted items on a slide
- Never use capital letters LIKE THIS



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Use the same colour

- When necessary, adjust the contrast of colours to increase comprehension of your slides
- Use the same colour for each first-level heading
 - use the same colour for each second-degree head
 - and for all words in the body of your slides
- Avoid red or green for general text
- Use as few colours as possible and avoid exotic type styles

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Financing and gap analysis in cMYPs

- Based on:
 - Quantification of financial requirements for the planning period
 - Identification of all sources of financing Immunization
 - Past trends in financing immunization
 - Classification of immunization financing sources as secured (= committed) and probable
- cMYP costing & financing tool
 - Assesses the expected financial gap
 - Assesses the overall financial sustainability of cMYP and
 - Outlines the needs of revising plans according to available resources.

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An example of too much information on one slide... 1/2

Process to date

CEPI initiation & preparatory phase: January 2016 – June 2016



- ✓ High Level Meeting WEF Davos 21 January 2016;
- ✓ Formed Leadership Group and Chairs Group
- ✓ Three task teams set up on 'science and regulation', 'partnership models' and 'financing mechanisms' with final recommendations for integration in the strategic and business plans expected by end July 2017;
- ✓ Refined the scope of CEPI and the selection criteria for pathogens;
- ✓ Identified an appropriate partnership model;
- ✓ Advanced financing considerations;
- ✓ Defined rules of engagement for media and communications;

CEPI startup phase: June 2016 – December 2017

- ✓ Adopted interim entity, CEO and secretariat
- ✓ Finalized strategic plan
- ✓ Established a cross task teams cost modeling group
- ✓ Nominated candidates for interim BoD and SAC
- Finalizing interim governance arrangements, including selection of BoD and SAC members
- Drafting CEPI business plan for first five years of operation

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Too much information in one slide... 2/2

SEARO Activity last 10 years -1

Type	Title Of Activity	Year	Description
RC Resolution	Revitalizing Primary Health Care	2008	SEA/RC61/R3
RC Resolution	Engaging the Private Sector in Providing Health Services to Meet National Health Systems Goals	2009	SEA/RC62/R4
RC Resolution	Regional Strategy on Universal Health Coverage	2010	SEA/RC63/R5
RC Resolution	Regional Strategy on Health Information Systems	2010	SEA/RC63/R7
RC Resolution	Strengthening of the Community-Based Health Workforce in the Context of Revitalizing Primary Health Care	2011	SEA/RC64/R2
RC Resolution	National Essential Drug Policy including the Rational Use of Medicines	2011	SEA/RC64/R5
RC Resolution	Consultative Expert Working Group on Research and Development: Financing and Coordination	2012	SEA/RC65/R3
RC Resolution	Regional Strategy for Universal Health Coverage	2012	SEA/RC65/R6
RC Resolution	Strengthening Health Workforce Education and Training in the Region	2012	SEA/RC65/R7
RC Resolution	Health Intervention and Technology Assessment in Support of UHC	2013	SEA/RC66/R4
RC Resolution	Effective Management of Medicines	2013	SEA/RC66/R7
RC Resolution	Covering Every Birth and Death: Improving Civil Registration and Vital Statistics	2014	SEA/RC67/R2
RC Resolution	Traditional Medicine: Delhi Declaration	2014	SEA/RC67/R3
RC Resolution	Strengthening Health Workforce Education and Training in the Region	2014	SEA/RC67/R6
RC Resolution	Patient Safety Contributing to Sustainable Universal Health Coverage	2015	SEA/RC68/R4
RC Resolution	Community-Based Health Services and other Contributions to UHC	2015	SEA/RC68/R6
RC Resolution	Access to Medicines	2017	SEA/RC70/R1
RC Resolution	Annual Progress Monitoring Of UHC and Health-Related Sdgs	2017	SEA/RC70/R2
Meeting Report	Strategic Directions for Strengthening Community-Based Health Workers and Community Health Volunteers in the SEAR	2008	SEA/HSD/311





World Health Organization
Regional Office for South-East Asia

Global Workshop on the Roadmap Towards a New Alma-Ata Declaration for the 40th Anniversary Conference
Geneva, Switzerland, 12-14 February 2018

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Use of charts, graphs, pictures, videos

- A picture is worth a thousand words- use one if it strengthens your talk
- Graphs should be labelled properly- someone shouldn't be left scratching head when looking at a graph
- Videos are easy to imbed in presentation, but keep it relevant, short – don't waste time

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SEA Region is Disaster Prone: Nepal Earthquake




- A 7.9 Richter scale earth-quake hit Nepal on 25 Apr
- A second, 7.3 Richter scale hit again on 12 May; many aftershocks
- The devastation left more than 8,883 dead, and injured more than 22,307 and rendered more than 2 million people homeless
- The quake destroyed completely more than 450 health facilities, partially damaged more than 760






World Health Organization

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Bad examples of graphics



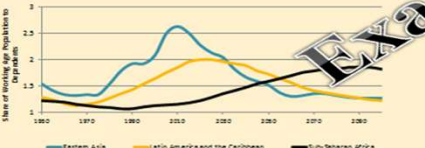
Example: missing title, missing label

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Faster rate of Demographic Transition *maximizes* Demographic Dividend

• Size of the Demographic Dividend depends on the *rate of increase* of the ratio of working age population to dependents

• Given current mortality and fertility trends, the rate of working age share increase is quite low in Sub-Saharan Africa



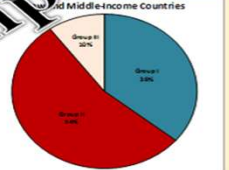
Source: UN Population Projection 2002; Data after 2000 Projections based on median variant fertility

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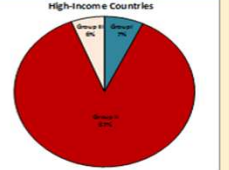
The Burden of Disease
Developed & Developing Countries

Deaths by Broad Cause Group, 2001

Mid-Middle Income Countries



High-Income Countries





Source: World Burden of Disease and Risk Factors, GBD 2004, Murray, Stan, B. Hammers, Stan, B. Murray, and WHO Collaborators, 2004

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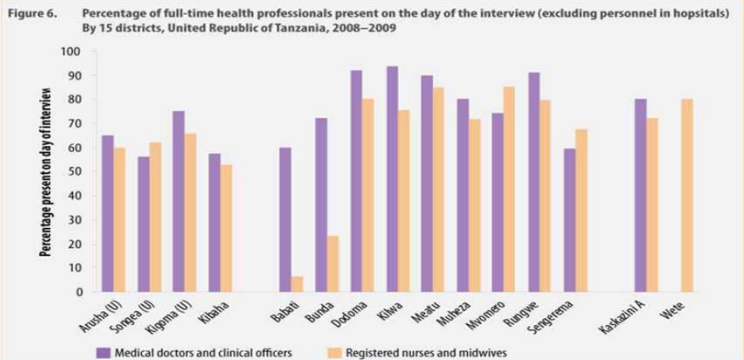
An example of a good graphic

Percentage of full-time health professionals present on the day of the interview

15 districts, Tanzania 2008/09


- The proportion of core health workers who were present was 71% for physicians and non-physician clinicians and 63% for registered nurses and midwives.
- Expected presence of personnel is around 75-80%.

Figure 6. Percentage of full-time health professionals present on the day of the interview (excluding personnel in hospitals) By 15 districts, United Republic of Tanzania, 2008–2009



District	Medical doctors and clinical officers (%)	Registered nurses and midwives (%)
Arusha (U)	65	60
Songea (U)	55	62
Kigoma (U)	75	65
Kilimanjaro	55	55
Babati	60	10
Bunda	72	25
Dodoma	92	80
Kilwa	95	75
Morogoro	90	85
Mwanza	80	70
Morogoro	75	85
Rungwe	92	78
Singu	60	68
Kaskazini A	80	72
Wete	80	80

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Transition - Effects

- Software come with many transition tricks and animation
- They help enhance your presentation by providing visual cues, sound effects, etc. helping focus on your main points if used carefully
- Overuse can confuse and annoy your audience; you risk losing your message in the medium
- Sound effects or letters "flying in" not helpful; they distract your audience from your main messages

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Last Word

Remember all the above are just common-sense suggestions and/or simple tricks; you can ignore them and, instead, innovate. Who knows what effect you may create?

Thank You