

How to Create the Perfect Handout



The First Rule of Slide Club is Never Handout Your Slides to Slide Club.

Your slides won't make a whole lot of sense without the speaker. A good analogy for this would be like having a jigsaw puzzle without the box top. You might be able to figure the puzzle out, but it is a lot easier with an image to follow. A speech is similar in that the slideshow without the speaker is missing an important part of the communication process.

1) Use "Slide Notes" in PowerPoint (Easy but Not Professional).

PowerPoint allows you to insert notes in a space at the bottom of each of your slides. While I don't suggest that you use this option to deliver your speech, it is an incredibly easy way to create a handout for your audience. In PowerPoint, select VIEW and NOTES. Insert your notes for each slide. You can even format the text size and color by just highlighting the notes. (A widget will pop up that lets you change font content. To print, select the NOTES PAGE option. Again, this is an easy way to create a handout, but it isn't very professional. You'll want to only use this option for internal meetings.

2) Give Main Points with Space for Audiences to Add Notes.

If you are conducting training sessions, or if you want to customize the content for the group as you present, then this option is very useful. This technique allows you to reinforce the main points covered in your presentation, but it also allows the participants to take notes on the items that are most important to them. This technique also gives you the flexibility to alter your examples and presentation impact items as your audience gives you additional information about what is most important to them.

3) Recap Your Main Points but Add Additional Evidence.

Notice that the content above has the same main points from the blog post and podcast, but I added a few additional items. Make a handout like this, and your "leave behind" will reinforce your presentation!