

# **Creating and Using Powerpoint as a Visual Aid (As Opposed to as Your Notes!)**



***NIGP***  
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**Carolyn B Thompson**



## Carolyn B. Thompson Designer, Facilitator, HR Consultant & Event Planner

### **TRAINING SYSTEMS, INC.** *Great training for great employees*

**Carolyn B. Thompson** is an experienced training designer, facilitator, event planner and HR consultant for **TRAINING SYSTEMS, INC.**, a customized performance improvement and HR consulting company dedicated to helping small and medium sized organizations enhance their ability to recruit, inspire and retain quality employees and improve performance through training. **TRAINING SYSTEMS, INC.** also provides training design and delivery services to training companies, the training departments of large companies and trade & professional associations.

Carolyn's training facilitation and style are highly interactive and include many hands-on methods and materials designed for learning that goes beyond the training session. She has facilitated training throughout the country for trade/professional associations and small, medium and large companies, both for profit and non-profit. Over the past fifteen years she has trained thousands of people from students to entry level staff to managers at all levels.

#### **AREAS OF EXPERTISE**

- ✓ event planning
- ✓ designing & facilitating interactive training
- ✓ designing new employee orientation programs
- ✓ innovative recruitment planning
- ✓ interviewing and selection
- ✓ inspiring employees to excellence
- ✓ teamwork
- ✓ positive attitudes
- ✓ performance appraisal systems
- ✓ managing conflict
- ✓ career development programs/job placement
- ✓ creativity
- ✓ working smart/time management/stress
- ✓ leadership
- ✓ effective communication
- ✓ sales & marketing

#### **PUBLICATIONS**

##### **Books:**

- ***Creating Highly Interactive Training Quickly & Effectively***
- ***Interviewing Techniques for Managers***
- ***The Leadership Genius of George W. Bush***
- ***Straight Talk for Employers***, a 2-tape audio tape set based on her radio show
- ***Ten Steps to Determining the Return on Your Training Investment*** worksheet
- ***Managing Employees Using the Bible as Your Guide*** (in process)

 E-zine Editor ***Recruit, Inspire and Retain***

##### **Examples of articles published in:**

→ ***Association Management Magazine***

→ ***Family Business Magazine***

→ ***Successful Meetings Magazine***

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**www.trainingsys.com**

- *Church Executive Magazine*
- *Will County Business Journal*
- *NCTA Newsletter*
- *Professional Car Washing & Detailing*
- *Society of Insurance Trainer's & Educators Magazine*

📖 **Examples of publications featured in:**

- *Daily Southtown*
- *Star*
- *Herald News*
- *Working Woman*
- *Redbook*
- *Business Week*
- *Home Office Computing*
- *Inc.*
- *US News & World Report*
- *Chicago Tribune*

**BOOK CHAPTERS/QUOTES:**

- *Americans With Disabilities Act: Access and Accommodations*
- *2001 ASTD Training & Performance Yearbook*
- *Shake, Rattle & Roll*
- *ASTD Trainer's Toolkit: Evaluation Instruments*
- *301 Great Management Ideas*
- *Swim With The Dolphins: How Women Can Succeed in Corporate America on Their Own Terms*

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

- ◆ Board member of the Three Rivers Education Partnership
- ◆ Board member of IL Community Action Now
- ◆ Society for Human Resource Management
- ◆ American Society of Association Executives
- ◆ International Association for Performance Improvement
- ◆ Chicago International Society for Performance Improvement
- ◆ Christian Management Association
- ◆ Frankfort Chamber of Commerce
- ◆ Rotary Club of Joliet
- ◆ Grace Episcopal Church

**EDUCATION/CERTIFICATION**

- ✘ Master of Science, Rehabilitation Counseling, December, 1985 from Illinois Institute of Technology, Chicago, Illinois
- ✘ Bachelor of Arts, Psychology, June, 1981 from Northwestern University, Evanston, Illinois
- ✘ former Certified Rehabilitation Counselor (CRC)

# How to Get the Most Out of Today

**Reopen your mind** about learning a new way to do something, adding to your skills and/or enhancing them.

Learning is fun! I want to learn something new!

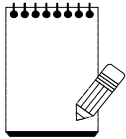


**Be creative** and specific with your thoughts on how you'll implement what you learned in your job.

PARTICIPATE, PARTICIPATE, PARTICIPATE!



**Take notes** the



on content that's not in your workbooks. Tomorrow, you'll be looking for information

Everyone has something valuable to say. **Listen** to the other learners' ideas.



**Leave your cell phones and beepers at the door.** Unless, of course, this training is about demonstrating how to use them properly.

When I leave today, I want to be able to ...



When I leave today, I want to have ideas on how I can...


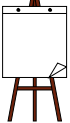
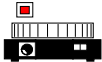



# WHY USE A VISUAL AID?

Audiovisuals can facilitate effective communication by focusing attention, clarifying content, aiding perception, extending memory, stimulating interest, and keeping you on the subject. They are not intended to project your whole presentation, only to REINFORCE it. The effectiveness of audiovisual aids is a proven fact.

## You need an audio/visual aid when:

- ⇒ The point is too complex for words alone.
- ⇒ Words might evoke different visual images for everyone.
- ⇒ High-level retention is desired.
- ⇒ Audience attention needs to be regained.
- ⇒ Certain points need to be summarized in an attention-getting way.

Visual Aids	
 <p><b>Object Aids</b></p>	Any three-dimensional object including brochures, props or the actual object being discussed (for example: a course schedule).
 <p><b>Non-projected Aids</b></p>	Charts, tables, lists, diagrams, or maps that can be presented on a flip chart, magnet board, white board, peg board or chalk board.
<p><b>Projected Aids</b></p> 	Screenshots, videos, slides, overheads, audio tapes and anything else that projects a picture or sound image.
 <p><b>Job Aids</b></p>	Any tool that is given to the listener while you're with them that they will use on the job

# EFFECTIVE NOTES

- |  |  |
|--|--|
|  Numbered                 |  Times                  |
|  Index cards              |  Screen description     |
|  One topic on each card   |  Use highlighter        |
|  Trigger words or phrases |  Your actions in parens |
|  Activities in color      |                         |

**OBJECTIVE: Recognize our own awareness of diversity**

**PARTICIPANTS: 20 Middle Managers**

- I. **Introduce self.**
- II. **Write on flipchart.** Diversity is valuing differences. Valuing diversity is more than you being comfortable and knowledgeable about those who are different than you. It's valuing different belief systems.
- III. **Turn to P. 1 of workbook and draw a picture of themselves when they were growing up. Have several tell you about what they drew.** How did your values develop?
- IV. **Write the word DIFFERENT on the flipchart.** Positive or negative feeling from this word?
- V. **Have them turn to p. 2 in workbook. Think of a person who is different than them and put them mentally in chair across table from them. Think about the person's differences, especially those that irritate. Shift point of view - physically get up and move to other side of table (and mentally) to their chair. Sit in the chair looking their look, thinking their thoughts from the center of the other's universe.**
- VI. We don't stereotype. **Complete p. 3.**
- VII. **USE THE DIFFERENCES INSTEAD OF IGNORING THEM. Have them use last page for planning what they'll do with what they discovered today. Get some to share what they're going to do out loud.**

***Re-write in your new note style:***

# CREATING HIGHLY INTERACTIVE SCREEN SHOWS

## Step by Step

### Guidelines:

- ✓ Keep them short, simple and easy to read.
- ✓ Make it capable of being seen by all the group.
- ✓ It should be interesting. Use of color, pictures, sound, movement.
- ✓ The aid should support and not distract from information given.
- ✓ It should be clear in meaning, accurate, well laid out and concise.
- ✓ Your message purpose will determine when you need to use it.
- ✓ The background and interests of your group determine the content of the visual.

### STEP 1

Write each of your objectives

### STEP 2

Outline your content to support the objectives

### STEP 3

Determine the method you'll use to reach the objective with the content (ex. - case study/story, practice, assessment, humor, game/quiz, etc)

### STEP 4

Determine where the group will have an easier time understanding and retain what you say when they see Word Pictures:

- ✓ quotations and testimonials
- ✓ abstract numbers translated into concrete terms
- ✓ comparisons (metaphors and analogies)
- ✓ examples and stories

### STEP 5

Create the actual PowerPoint screens and any transitions

### OTHER NEEDS

Changing in real time

# CREATING HIGHLY INTERACTIVE SCREEN SHOWS

## Step by Step *(cont)*

STEP 1 objectives	STEP 2 content	STEP 3 method	STEP 4 Word Pictures

# TIPS FOR KNOWING HOW TO USE YOUR POWERPOINT SCREENSHOW WITH OTHER VISUAL AIDS (Like You!)

## The Space

- ◆ Set up the space and all the visual equipment so you can face the group when speaking and position the computer so you can always see them - you create a triangle of interdependence between yourself, your group, and the screen. Without what you're projecting on the screen, your ideas are not as effective; without you, your projected visual lacks context; and without your group, your presentation is pointless.
- ◆ Stand so you can see your computer screen
- ◆ Stand so you can reach the keyboard and mouse without bending - or use a remote.
- ◆



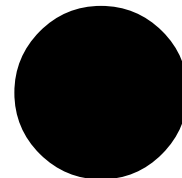
## The Show

- ◆ Set up the first screen before-hand.
- ◆ What's the most valuable key on a presenter's keyboard? The one that blanks the screen. **Pressing B** turns a screen black (usually the better choice) and W turns it white. It is the simplest way to direct an audience's attention away from an obsolete slide and toward you
- ◆



## Your Methods for Content Delivery

- ◆ Everyone knows that it is not wise to recite bullets or other content from the screen aloud. People think -
  - 1) You did not prepare
  - 2) You are incapable of communicating an original thought
  - 3) You have doubts that your group is smart enough to be able to read the slide on their own. but not as many realize that it's hard not to read what's up there.Fool yourself by -
  - ☞ creating bullets that don't turn you into a drone - imaginative and effectively vague
  - ☞ using only your Word Pictures
  - ☞ practicing with your note cards
- ◆





# LEARNING ACTION PLAN



Creating & Using PowerPoint as a Visual Aid - (As to Opposed to As Your Notes!)

August 8, 2004

You're learning many skills and getting a lot of ideas! Do you want to actually make some a reality? As you participate in this training, use this form to record ideas and plan.

Ideas to Implement/Changes to Make

What I'll Do	How I'll Do It	Who I Need to Help	Obstacles to Overcome	By When

Skills in Which I Need More Training:

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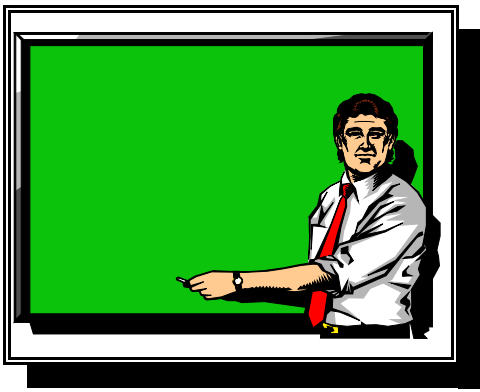
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**!!GREAT IDEAS!!**

Make a copy and give it to \_\_\_\_\_ so they can assist you!!  
Rip out of your workbook and post in your work space!!



# Using PowerPoint Resources

**Creating Highly Interactive Training Quickly and Effectively**  
**Graphics for Presenters**  
**Using Visual Aids**  
**Delivering Effective Training Sessions**  
**Technical Presentation Skills**  
**Training Methods That Work**  
**Presenting With Pizazz**  
**How To Give It So They Get It**  
**Preventing Death by Lecture**  
*Available through TRAINING SYSTEMS, INC.*  
*800-469-3560*

**Presenters University** (*website and email newsletter*)  
[www.presentersuniversity.com](http://www.presentersuniversity.com)

**Purpose, Movement, Color**  
*Tom Mucciolo & Rich Mucciolo*

**Point, Click, and Wow!! A Quick Guide to Brilliant Laptop Presentations**  
*Claudyne Wilder & David Fine*  
*800-274-4434*

**Creating Training Courses (When You're Not A Trainer)**  
*Donald V. McCain*

**Facilitating With Ease**  
*Ingrid Bens*

**Instructor Excellence: Mastering the Delivery of Training**  
*Bob Powers, 800-956-7739*

**Video Clip Art**  
*888-66CLIPS or [www.videoclipart.com](http://www.videoclipart.com)*

**Facilitation**  
*Trevor Bentley, 800-274-4434*

**Effective Presentation Skills**  
*International Training Corporation*

**The Complete Facilitator: A Guide**  
*Howick Associates*

**Terrific Training Materials: High Impact**

**Graphic Designs**  
*Darlene Frank*

**The Facilitator's Fieldbook**  
*Tom Justice and David W. Jemieson, PhD.*

**Delivering Digitally**  
*Alistair Inglis*

**The Presentation Survival Skills Guide**  
*Jim Endicott*

**How to Do Everything with PowerPoint 2002**  
*Ellen Finelstein, et al*

<http://www.webplaces.com/html/sounds.htm>  
*(sound files)*

**Presentation Jazz! How to Make Sales Presentations \$ing** (*great book for any presentation, not just sales*)  
*Anne Miller*