Introduction to Effective PowerPoint Presentations

Instructor: Anna Anderson, P.E.

Tentative Agenda

Day One

8:30 am	Introductions
9:00 am	Presentation Types / Fear of Presenting / Personal Challenges
9:30 am	PowerPoint Basics – Part 1
10:30 am	Break
10:40 am	PowerPoint Basics – Part 2
11:30 am	Presentation Development – Planning / Preparation (Getting Off to a Great Start)
12:00 pm	Lunch
1:00 pm	Telling a Story
2:00 pm	Presentation Development – Preparation (Body, Opening, Conclusion, Delivery)
3:15 pm	Break
3:30 pm	Visual Aids - Suggestions
4:30 pm	Adjourn

Day Two

8:30 am	Visual Examples
10:30 am	Break
10:35 am	Putting It All Together
10:45 am	Section 508 Compliance / Accessibility
11:45 am	Time to Work on Your Presentation
12:00 pm	Lunch
1:00 pm	Presentations and Feedback
2:30 pm	Adjourn

Students will be provided a Flash Drive and a PowerPoint manual.