

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
- 10:00 am Break
- 10:10 am PowerPoint Basics – Part 2
- 10:40 am Presentation Development – Planning / Preparation (Starting Off) / Telling a Story
- 12:00 pm Lunch
- 1:00 pm Presentation Development – Preparation (Body, Opening, Conclusion, Delivery)
- 2:15 pm Break
- 2:30 pm Visual Aids - Suggestions
- 3:00 pm Visual Examples
- 4:00 pm Putting It All Together
- 4:30 pm Adjourn

Day Two

- 8:30 am Section 508 Compliance / Accessibility
- 9:30 am General Questions
- 9:45 am Break
- 10:00 am Time to Work on Your Presentation
- 11:00 am Start Presentations and Feedback
- 12:00 pm Lunch
- 1:00 pm Continue Presentations and Feedback
- 2:30 pm Adjourn

Students will be provided a Flash Drive and a PowerPoint 2016 manual.