Communications Skills Instruction

Presentation Technology

Instructors:

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Why?

˝ Can explain or show an idea, method or procedure

˝ Accentuates important points

Presentation Media

˝ Whiteboards & Chalkboards
˝ Posters & Display Boards
˝ Flipcharts
˝ Overhead Transparencies
˝ Videos
˝ Computer Slide Shows
˝ PowerPoint Presentations

Presentation Do's & Don'ts

˝ **Be familiar with your equipment**

˝ **Practice**

˝ **Set up in ahead of time**

˝ **Only Semi Darken Room**

. **Too dark is uncomfortable**

˝ **Get Their Attention!**

Presentation Do's & Don'ts

˝ **Always Face the Audience not the Screen**

. **Keep eye contact them**

. **Interact with them**

˝ **Don't be a Pillar**

. **Move around, get away from the podium**

. **Be careful to not block their view**

Presentation Do's & Don'ts

˝ **Must be large enough to be clearly seen**

˝ **Highlight Main Points – Don't get wordy**

˝ **Sounds? Must be easily heard**
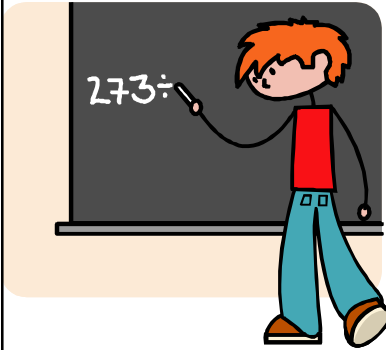
˝ **Information should be Pertinent**

Starfish Have No Brains

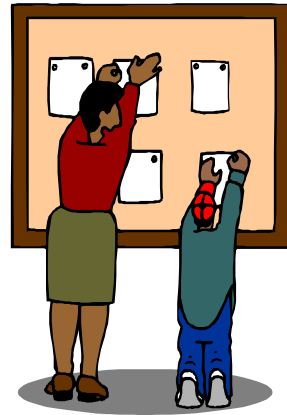# CSI – Training Technology

˝ **White Boards & Chalk Boards**

»Exist in most classrooms

»Make sure ahead

»Only need chalk or markets

»Best in small groups

CSI – Training Technology

˝ **Posters & Display Boards**

. Low Tech & Inexpensive

. Multiple sources

. Use felt or other materials

. Best for fixed Displays

. Great for announcements

. Great for Duty Rosters

CSI – Training Technology

˝ **Flip Charts**

. **Low Tech but Inexpensive**

. **Readily Available**

. **Best in small groups**

. **Easy to change on the Fly**

. **Use wide-tipped markers**
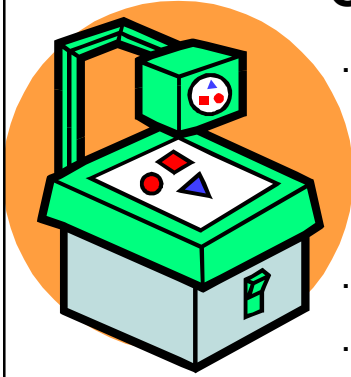
CSI – Training Technology

˝ **Flip Charts**

. **Good for Brain Storming**

. **Good for planning**

. **Don't get too fancy or overly complex**

. **Post-it Flipcharts**

. **Post-it notes for ideas**

CSI – Training Technology

˝ **Overhead Transparencies**

- . **Easy to make**
  - ˝ Print from Computer (Word or PowerPoint)
  - ˝ Copy from handouts
- . **Readily Available Equipment**
- . **Can be written on for demonstration purposes**
- . **Excellent backup for a PowerPoint presentation**

CSI – Training Technology

˝ **Video / slides**

- . **Must be done in Advance**
- . **Requires outside processing**
- . **Expensive to make**
- . **Usually supplied by Organization**
- . **Readily Available Equipment to show**
- . **Know your video and cue the tapes in advance when possible**

CSI – Training Technology

˝ **Computer Slide Shows**

  . **Must be done in Advance**
  . **Copy Digital photos to Computer**
  . **Built in slide show**
    ˝ **WinXP**
    ˝ **Vista**
  . **Easy to modify**
  . **Can add music**
  . **Good for unattended presentations**

CSI – Training Technology

˝ **Computer Presentations**

  . **Flexible**
    ˝ **Can incorporate multiple formats**
  . **Easy to make handouts and Overheads for backup**
  . **Adjusts to size of Audience**
    ˝ **Can display on multiple screens**
  . **Can incorporate the video directly**
    ˝ **No need for a separate projector**
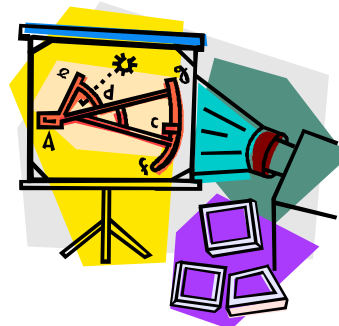
CSI – Training Technology

˝ **Computer Presentations**

- . **Easy to share the presentation**
- . **Easy to modify someone else's presentation**
- . **Requires computer knowledge**
- . **Equipment more Expensive**
  - ˝ **Laptops and projectors are becoming common**
  - ˝ **Newer Laptops include DVD drives for video**
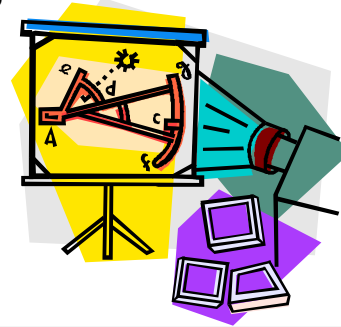
Computer Presentations

˝ **SPECIAL EFFECTS**
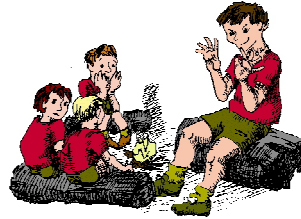
Backgrounds

Fly

Uncover

Slide transition

Animation

Use Clip Art for Effect

DESIGN #4

˝ Internet
˝ Digital photos
˝ Graphics packages

Computer Presentations

˝ **Pictures of events can add additional interest**

➢ **TDC 2001 – Diane the storyteller**

Presentation Graphics

˝ *Animation*
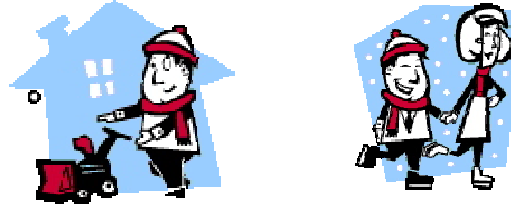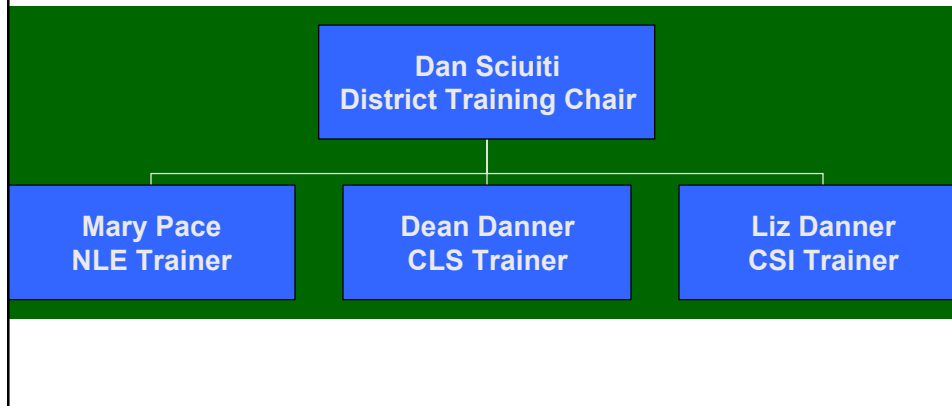

CAMP LONG LAKE
Potawatomi Area Council

˝ Golf Merit Badge

Two days will be spent at a local golf course in addition to club work with wiffle balls in camp. You must have your own clubs.
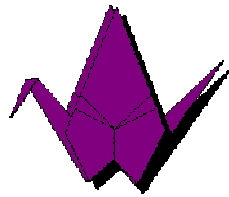
˝ Approximately $15 cost.

˝ Adults also welcome

Charts & Graphs

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Sunset Waters				
Fox River				
Glacier Hills				
Southern Trails				

Organization Charts

Dan Sciuiti
District Training Chair

Mary Pace	**Dean Danner**	**Liz Danner**
NLE Trainer	**CLS Trainer**	**CSI Trainer**
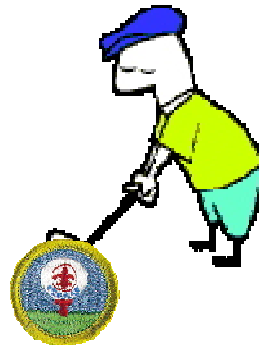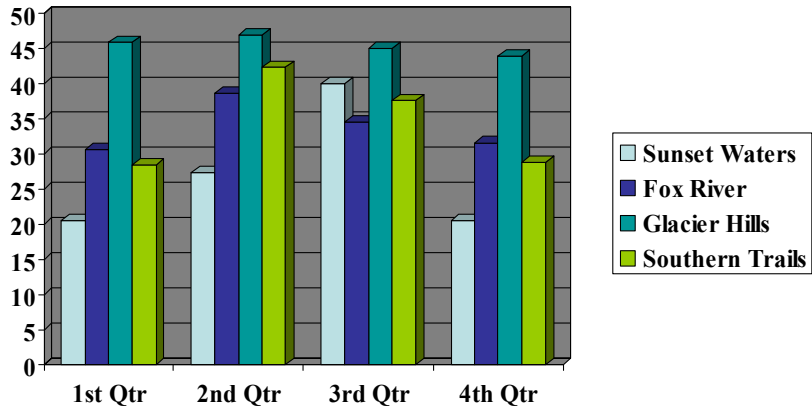
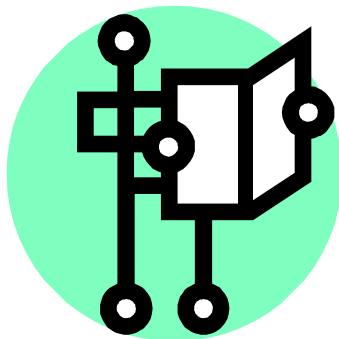# Skill Training Presentations

Show examples of work to be done
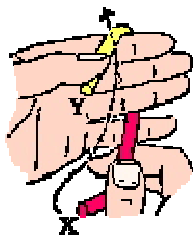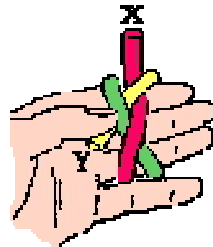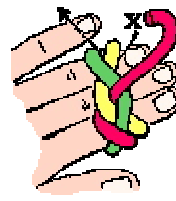
Fig. 1   Fig. 3   Fig. 7   Fig. 12

Read it from the Rear (50)

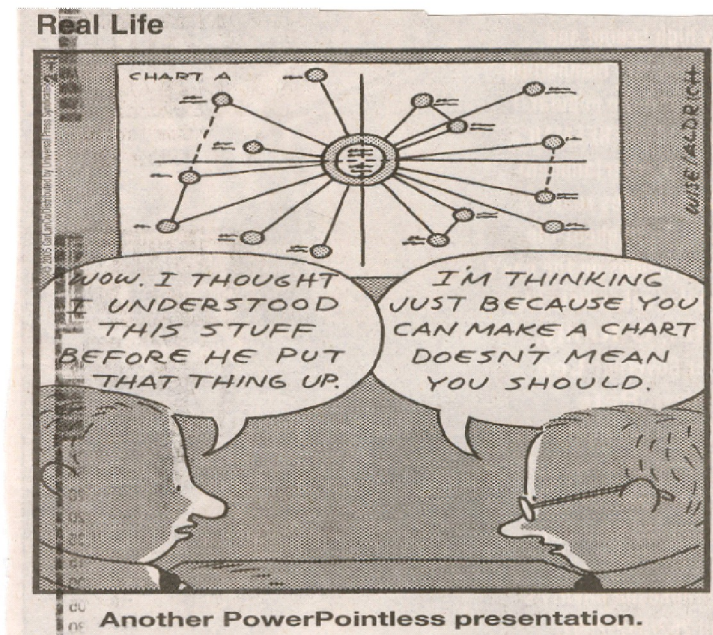˝ **Bigger is Better** (32)

. **20 point font at least** (28)

What to put on your slides?

˝ Don't put everything on the slide
- . Stick to the highlights & main points
  - ˝ The more information on the slide . the more people read the slide rather than listen to what you are saying
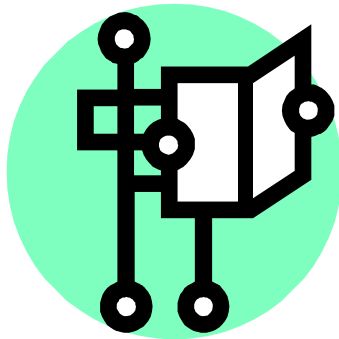   - . Too many levels gets hard to read

˝ Stick to main "bullet" points
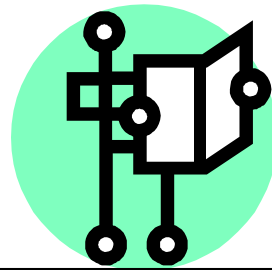
What it shouldn't be!

Too Much – Too Small

Read it from the Rear (50)

˝ **Bigger is Better** (32)
  - **20 point font at least** (28)

˝ **Use clean fonts**
  - **Fancy fonts are cute but hard to read**
  - **Special fonts ok if they fit the situation and are easy to read**
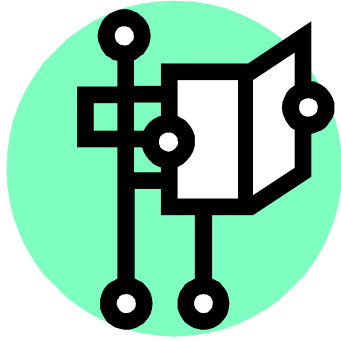
TROOP 4 JANUARY OUTING

DOWNHILL SKIING

TROOP 4 January outing

Downhill skiing

Read it from the Rear (50)

- ˝ **Bigger is Better** (32)
  - . **20 point font at least** (28)
- ˝ **Use clean fonts**
  - . **Fancy fonts are cute but hard to read**
- ˝ **Watch your colors**
  - . **What is good on the computer may not be visible on the projector**

Things to know about Color

- ˝ Colors dont always work well together
  - . Even some of the pre-designed templates have colors that arent always easy to see
- ˝ Colors can change from your computer to the screen
- ˝ Colors can change from one room to the next
  - . Preview your slides in the room where you are going to be giving your presentation
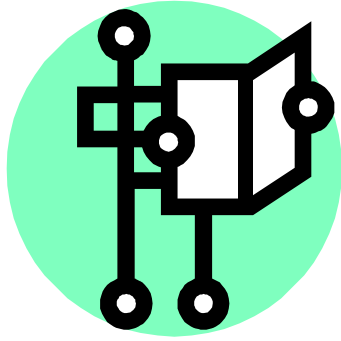
TROOP 4 January outing

Downhill skiing

Read it from the Rear (50)

˝ **Bigger is Better** (32)
  . **20 point font at least** (28)
˝ **Use clean fonts**
  . **Fancy fonts are cute but hard to read**
˝ **Watch your colors**
  . **What is good on the computer may not be visible on the screen**
˝ **Beware of Backgrounds**

Can be too busy

˝ **This slide is distracting**

Things to know about "pizzazz"

˝ Too much isn't always a good thing

˝ The more "stuff" the longer to display
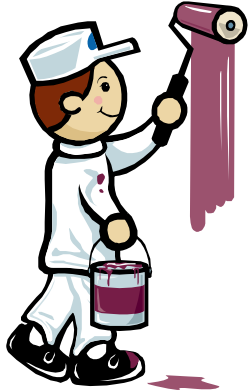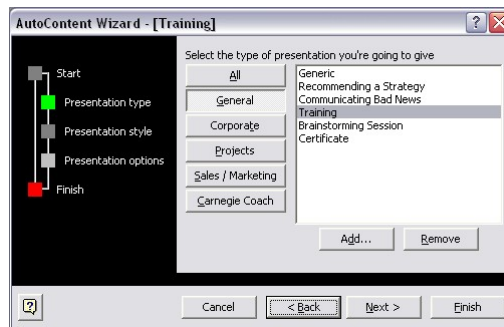

TDC – Training Technology

˝ **Know your Equipment**
  . **Test it ahead!**
  . **See how it looks and works**

˝ **Have Spare Bulbs**
  . **Only change before meeting unless it is a quick change**

˝ **If it doesn't work – Plan B**
  . **Have a back up plan**
  . **DO NOT TRY TO FIX IT**
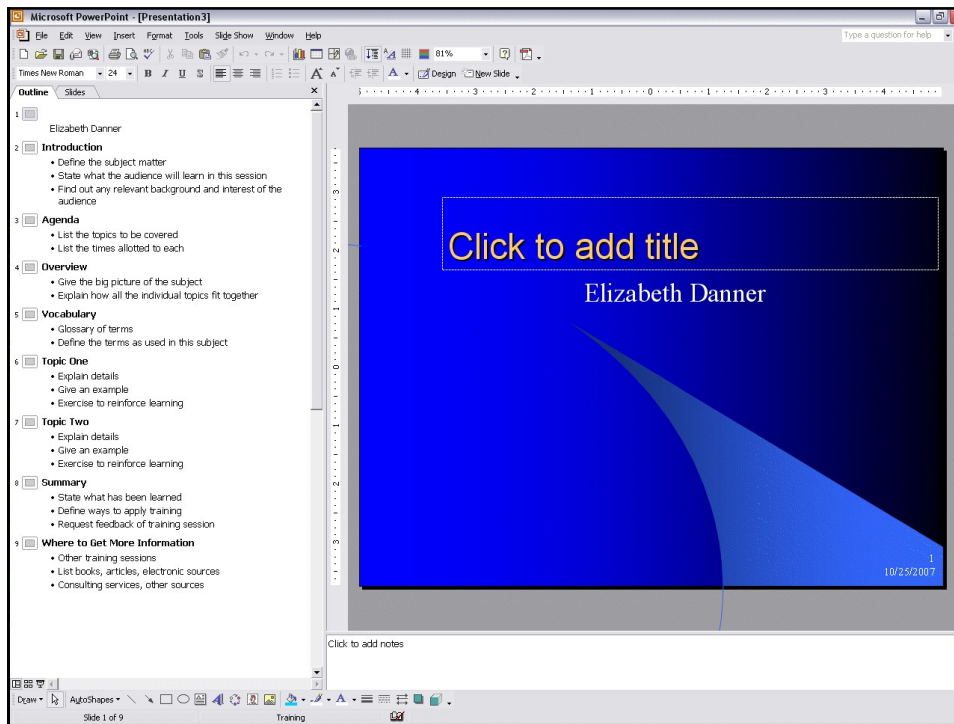
˝ **Make it Fun for Everyone**

Building a PowerPoint Presentation

AutoContent Wizard

Design Templates

˝ Pre-loaded color & background schemes

˝ Use as-is or customize them

˝ Apply to one slide or all slides
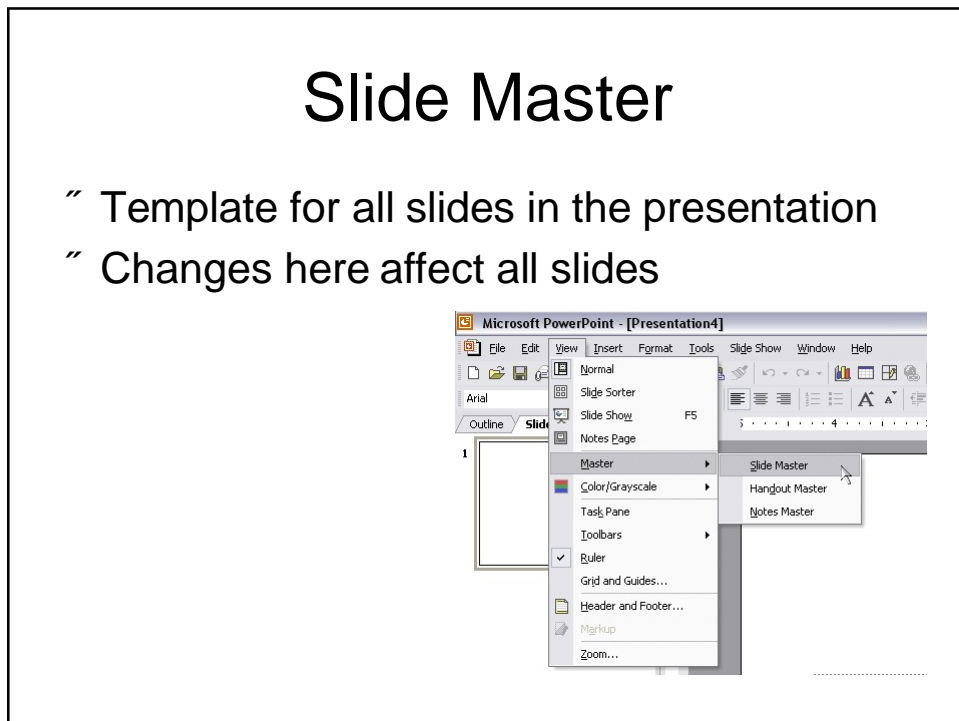
Slide Layouts

˝ Slide formatting
˝ Keep slides looking consistent
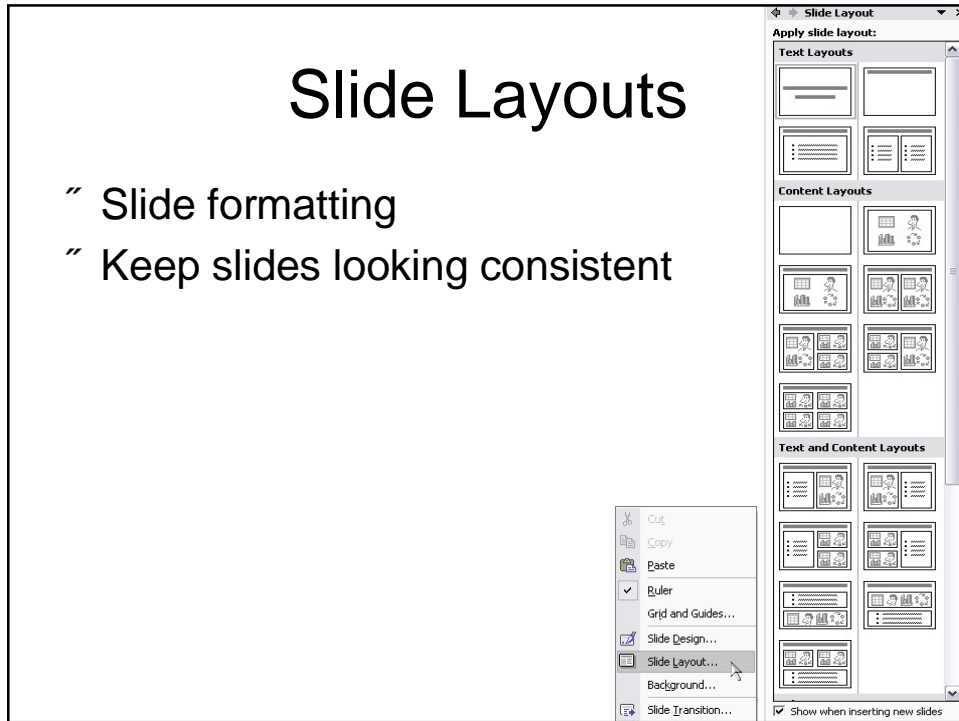
Slide Master

˝ Template for all slides in the presentation
˝ Changes here affect all slides

Click to edit Master title style

Title Area for AutoLayouts

- Click to edit Master text styles
  - Second level
    - Third level
      - Fourth level
        - » Fifth level
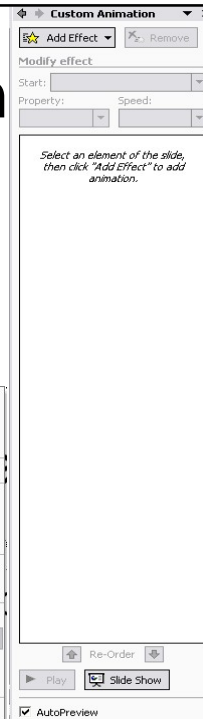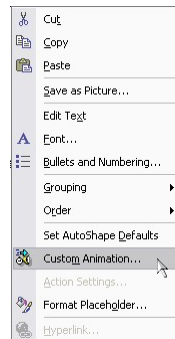
Object Area for AutoLayouts

‹date/time›

Date Area

‹footer›

Footer Area

‹#›

Number Area

Clip Art

˝ Add %fun+to the slide

Insert Clip Art

Results:

Modify

See also

Clip Organizer…

Clips Online

Tips for Finding Clips

Custom Animation

˝ Bring in text one line at a time
˝ Hide parts of the slide for later viewing

Slide Transitions

˝ Moving from one slide to the next
˝ Simple translations are sometimes better

Computer Presentations

Exercise

˝ For your group make one or two slides that will tell about your training group

Computer Presentations

Now it is time for you to be creative.

Thank you!