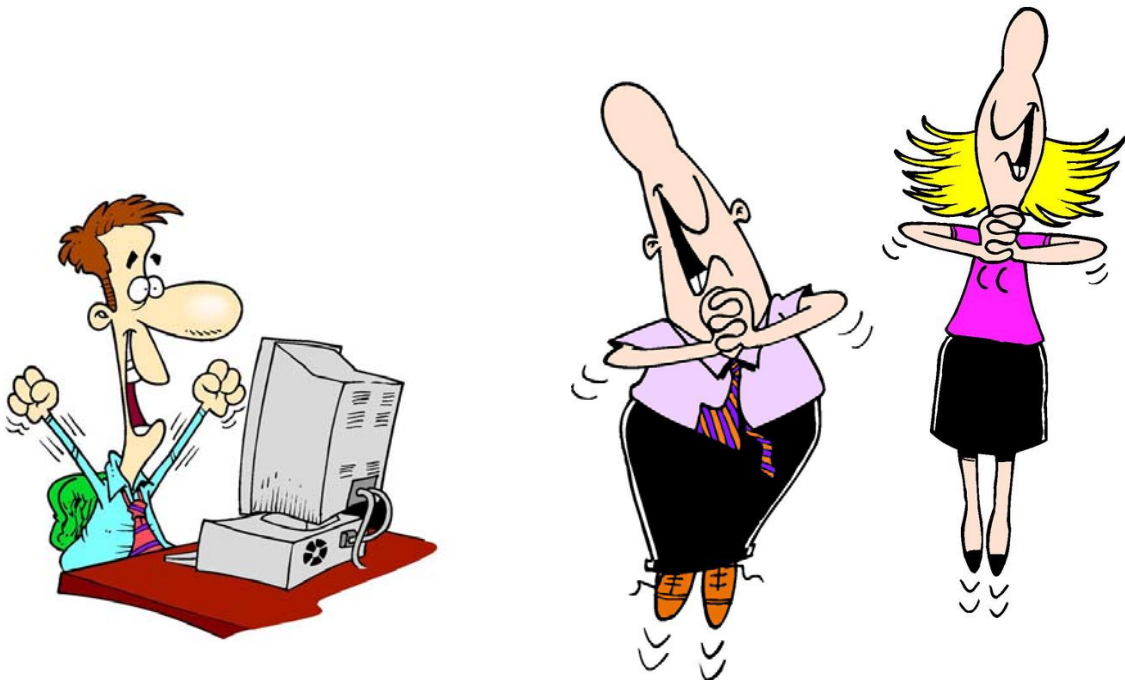


# Put P"OWO"ER into your PowerPoints®!

*Make Your PowerPoint® Presentations  
Interactive, Interesting, and Unforgettable.*



## Participant Workbook

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**Powerpoint® Toolbox**  
*Activities, Ideas, Materials to Use with  
Powerpoint® Slides.*



## What's In It For You?

### *Learning Outcomes for This Training.*



You know how deadly a PowerPoint®-heavy presentation can be: slide after slide of template-based information so small that you can barely read it. The presenter then reads aloud from the slides and you don't even have to pay attention because the slides are all listed in the handout. All you have to do is go home and read the slides to yourself.

How do you keep from making those mistakes, when you have a PowerPoint®-based presentation or training to give? How do you keep learners motivated and involved while lecturing with PowerPoint®? How do you become an effective, dynamic presenter or trainer, while still using PowerPoint® as a worthwhile instructional tool?

In this interactive, hands-on program, you will learn answers to all these questions and more! Explore a variety of easy, quick, and practical ways to bring energy and learning back into your PowerPoint®-based presentations and training.

After participating in this workshop, you will be able to:

- **Use** a variety of instructional strategies that will transform PowerPoint® from a "lecture" tool to a "learning" tool.
- **Choose** from many one-minute, "learner-centered" activities that work with any slide, any content, and any audience.
- **Create** motivational and memorable "graphic organizers" (note-taking tools.)
- **Use** 13 tools to put more WOW in your Presentations.
- **Make** 5 small changes that will increase learner Interest, involvement, and retention.
- **Leave** with a more P"OW"erful presentation.

Plus: Leave with a participant workbook of useful suggestions, ideas, and resources to put the "power" back in PowerPoint®.

**WIIFM (What's In It For Me?):**

## Preventing Death by PowerPoint®!

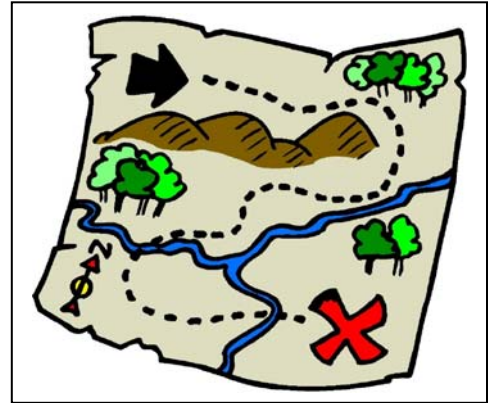
### *Summary of Need-to-Know Informatio.*

#### Keep In Mind ...

**Do you want them to HEAR it or do you want them to LEARN it?** If you just want learners to be aware of the information, lecturing is fine. If you want them to remember and use the information, you need to make the slides visually interesting and interactive.

#### **A picture is worth a thousand words.**

Whenever possible, use photos, graphics, or cartoons on slides to illustrate the information. Make a digital photo collection of important concepts.



#### **Learners will remember what THEY write.**

Instead of giving them copies of the slides, have learners take notes, copying the important words, phrases, and concepts that you want them to remember. OR leave out important words on their copies of the slides and have them fill in the words as you lecture.

Keep in mind that learners  
will \_\_\_\_\_  
what THEY \_\_\_\_\_.

**Use the NEED-TO-KNOW versus NICE-TO-KNOW rule.** Only put on a slide what your learners need-to-know. Put the nice-to-know information in handouts for learners to read later.

**Shorter is better.** Use short bulleted points – a word or phrase – instead of long sentences. Remember to have learners write some of the words/phrases on a note-taking handout.

**Remember the 10-minute rule.** Time your slide presentation. Stop talking after every ten-twenty minutes and have learners review the information you've covered. Use a different 60-second activity each time you stop to review.

- **Chunk your stuff.**
- **Shorter is better.**
- **Use the 10-minute rule.**
- **Close enough is okay.**

***Summary of Need-to-Know Information - Continued ...***

**Lose the template.** Attention drops when slides are repetitive or all look the same. If your company policy dictates using the same logo or template on each slide, then vary its location or position, or add graphics.

**Keep it simple.** Instead of lecturing directly from your slides, put only the most important words or phrases on the slides and lecture from your notes instead.

**Learners will remember what THEY say.** Whoever reads the slides aloud is doing the most learning. So tell your learners to read the slides aloud with you. Or learners can read aloud to each other or to themselves. It may sound silly, but they will remember the slides longer than if they just sit and listen to you. Plus, reading aloud keeps learners involved in the lecture.

**Cut your slide show in half.** If you use 30 slides for an hour presentation, aim for 15 instead. Use other media for the slides you leave out: handouts, charts hung around the room, single pages with large-typed information on the tables, etc.

**Choose white background and black print.** Colored backgrounds and light (red, yellow, white, green) print washes out in bright or fluorescent-lighted rooms. Black print on white background is the easiest to read from a distance. Use colors for graphics or borders. Be aware that the colors on your computer monitor may look totally different when projected onto a screen.

**Use the four-foot rule.** Stand at least four feet away from your computer. If you can easily read your slides from that distance, your fonts are probably big enough to be read on a screen. Use one or two PRINTED (not “cursive,” i.e. written) fonts per slide, and nothing too fancy. Remember, the point is for the learners to be able to easily read your slides, not to work at deciphering them!



**Read this aloud:**

**Whoever is doing  
the most talking  
is doing  
the most learning.**

**28 pt font**

**24 pt font**

**18 pt font**

**12 pt font**

## Books

Most books can be found on [www.amazon.com](http://www.amazon.com) or by doing a search with google.

**NEW: The Ten-Minute Trainer! 150 Ways to Teach It Quick and Make It Stick.**

Sharon Bowman (available on [www.amazon.com](http://www.amazon.com))

**About Learning.** Bernice McCarthy

**The Accelerated Learning Handbook.**

David Meier

**A Celebration of Neurons.** Robert Sylwester

**The Courage to Teach.** Parker Palmer

**Design Your Own Games and Activities.** Sivasailam Thiagarajan

**Experiential Learning.** David Kolb

**How To Design and Deliver Training for the New and Emerging Generations.**

Susan El-Shamy

**How To Give It So They Get It!**

Sharon Bowman

**Human Brain, Human Learning.** Leslie Hart

**The Instant Trainer.** C. Leslie Charles and Chris Clarke Epstein

**New Paradigms for College Teaching.**

Edited by William E. Campbell

**A Picture's Worth 1,000 Words.** Jean Westcott & Jennifer Hammond Landau

**The Presenter's EZ Graphics Kit.** Lori Backer & Michele Deck

**Preventing Death by Lecture!**

Sharon Bowman

**Presenting with Pizzazz!** Sharon Bowman

**Shake, Rattle and Roll!** Sharon Bowman

**Teaching Actively.** Mel Silberman

**Telling Ain't Training.** Harold Stolovitch

**The Underground History of American Education.**

John Gatto

**101 Ways to Make Training Active.**

Mel Silberman



## Resources to Help You Turn Listeners into Learners.

### Web Sites

Note: These sites offer free teaching and training information.

**[www.Bowperson.com](http://www.Bowperson.com)**

Sharon Bowman

**[www.alcenter.com](http://www.alcenter.com)**

Center for Accelerated Learning

**[www.thiagi.com](http://www.thiagi.com)**

Thiagi

**[www.bobpikegroup.com](http://www.bobpikegroup.com)**

Creative Training Techniques

**[www.guilamuir.com](http://www.guilamuir.com)**

Guila Muir and Associates

**[www.MLJackson.com](http://www.MLJackson.com)**

Marcia Jackson and Training Resources, Inc.

**[www.trainingsys.com](http://www.trainingsys.com)**

Training Systems, Inc.



### Catalogs

**The Brain Store (800-325-4769).** A great resource of books and teaching materials for educators.

**Creative Training Techniques (800-383-9210).** An assortment of training books and learning aids for the busy trainer.

**Jossey-Bass/Pfeiffer (800-274-4434).** A large variety of books, VHS tapes, and other training resources.

**Kipp Brothers (800-428-1153).** The best assortment of wholesale toys found anywhere - with the best quantity pricing.

**Oriental Trading Company (800-228-2269).** Unusual toy and craft items that can be bought in bulk.

**The Trainer's Warehouse (800-299-3770).** A fun and eclectic collection of products for hands-on learning.

