**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

11:50 am Presentation Development – Preparation (Getting Off to a Great Start)

12:00 pm Adjourn

**Day Two**

8:30 am Telling a Story

9:30 am Presentation Development – Preparation (The Body)

10:00 am Presentation Development – Preparation (The Opening and Conclusion)

10:30 am Presentation Development – Delivery

10:45 am Break

11:00 am Visual Aids – Suggestions

12:00 pm Adjourn

**Day Three**

8:30 am Visual Examples – Part 1

9:00 am Visual Examples – Part 2

9:30 am Putting It All Together

10:00 am Break

10:10 am Section 508 Compliance / Accessibility

11:15 am Quiz / Q&A

12:00 pm Adjourn