**Training Breakdown Sheet**

**Task: Building a PowerPoint Presentation**

**Equipment: PC or Mac. PowerPoint software**

**Learning Objective: As a result of the training, the learner will be able to create, amend and save a PowerPoint presentation from new to completion**

**Duration: 1.5 hours**

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| **IMPORTANT STEPS** | **KEY POINTS** | **REASONS** |
| **What**  *A logical step by step description of the process* | **How**  *Key points for each step* | **Why**  *An explanation of why each key step happens and consequences of not doing* |
| **1 Determine presentation needs** | * 1. **Purpose**   2. **Audience**   3. **Duration**   4. **Outcome required** | **To help focus on content and message being appropriate to audience** |
| **2 Open PowerPoint** | **2.1 PowerPoint desktop**  **icon**  **2.2 File and save as**  **2.3 File saving protocol** | **Helps to save files in appropriate locations and to recognise updated versions** |
| **3 Presentation Template** | **3.1 Visual aesthetics**  **3.2 Slide master design**  **3.3 Use of company**  **branding** | **Make sure PowerPoints are visually high impact and uses company branding guidelines** |
| **4 Presentation Essentials** | **4.1 VARK – Images and**  **text**  **4.2 Big and bold font**  **4.3 Headlines only**  **4.4 Less is more**  **4.5 Stage markers** | **Reminders that presentations are not visual scripts. They are there as prompts or summaries of key messages.** |
| **5 Building the story** | **5.1 Purpose or aim**  **5.2 Key themes to be#**  **covered**  **5.3 Develop sessions**  **5.4 Moving forward**  **5.5 Summary slide**  **5.6 Anticipate and plan for**  **questions** | **To have a logical flow with a beginning, middle and end** |
| **6 Flow and timings** | **6.1 Impact on audience**  **6.2 Practice timings**  **6.3 Rehearse** | **To help make sure timing is appropriate for the session and how it comes over to others** |

**Training Session Notes**

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| **Time** | **Session Content** | **Prompt** |
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