

Visuals: Design and Use

Do you routinely prepare visuals as your presentation "notes" and then let those visuals guide you through your actual business or technical presentations? And then do you offer a copy of your slides as your presentation handout? If so, there's a much better method to make sure your visuals support rather than sabotage your effectiveness! This 4-hour session will overview the design and use of a variety of visual-support options: handouts, flipcharts, slides, video and other multimedia. Participants will bring their own sample work-related visuals for hands-on learning and critique.

Key Objectives

- Identify principles of effective design: appropriate concept, structure, font, color, and art
- Select the media best suited to group size, purpose, environment, and budget
- Identify design differences for handouts, slides, and charts
- Manipulate visuals properly
- Identify tips and shortcuts with electronic presentations

Who Should Attend

Anyone who makes presentations to supervisors, colleagues, or customers

Materials/Texts

Participants will receive a copy of the text *Speak with Confidence: Powerful Presentations That Inform, Inspire, and Persuade* (McGraw-Hill) by Dianna Booher and job-aid cards for back-on-the-job reference.

Class Size

15 participants