

## Visuals: Design and Use

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Do you routinely prepare visuals as your delivery "notes" and then let those presentation 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 presentation effectiveness! This four-hour presentation visuals training course will overview the design and use of a variety of visual-support options: presentation slides, handouts, flipcharts, video, and other multimedia. Presentation workshop participants will bring their own work-related presentation visuals for hands-on learning and critique.

### Key Objectives

- Identify principles of effective design: concept, structure, font, color, and art
- Select the media best suited to group size, purpose, environment, and budget
- Identify design differences for presentation slides, handouts, and charts
- Manipulate presentation 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

Up to 15 participants