

Using Our Template Deck for a Learning Presentation

How to use the template deck

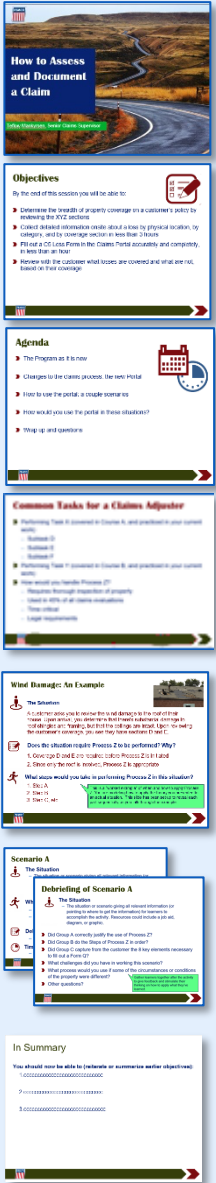
- The deck contains standardized layouts, a palette, icons and images.
- Right-click on a slide and select **Layout** to choose among predesigned layouts.
- Minimize the number of ideas or sentences per slide, ideally no more than 3-6 lines.
- Use the same slide colors, fonts, and font sizes throughout your deck
- Plan for your learners to get practice and feedback afterwards

Style Guide

- Title headers in **Arial 36 pt.**, in title or sentence case.
- Body text at least **Arial 20 pt. Regular.**
- Use the built in “L & D Palette” Theme Colors
- Plan for colorblind accessibility. Use Sky blue or ABC blue to highline but include an arrow for reds
- You can select from a variety of standard slides by right-clicking on a slide and choosing **Layout**.

Sequencing a training deck

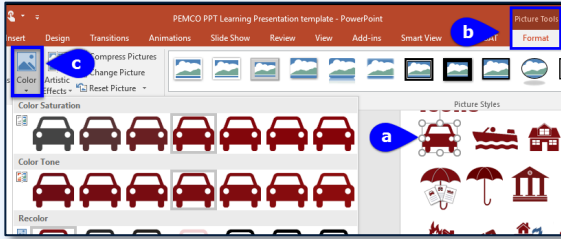
- 1. Introduce yourself**
 - State your credentials, and describe what event is about. Get learner attention.
- 2. Why this session is important, and what’s in it for the learner**
 - What will the session enable them to **do** that’s relevant to their job role?
- 3. Run through Agenda and Housekeeping items**
 - Show layout of topics, bathroom location, turn phones off
- 4. Give a short background of the topic**
 - Remind learners what they know and procedures or products they’ve been working with (relevant to this training).
- 5. Tell learners the basic new information (“Tell them” phase)**
 - Additionally, tell how information is applied. This would include outlining the steps of a process.
- 6. Walk learners through an example (“Show them” phase)**
 - Consider having learners follow along with a job aid in the “worked example”
 - Use the same tools and resources learners will use.
- 7. Activity: Let learners work through an example (“Let them” practice phase)**
 - You provide *guidance and specific feedback*.
- 8. Activity: (“Watch them” phase)**
 - Watch learners work a scenario on their own, with limited cues and feedback.
 - Allow learner chance to make mistakes and self-correct using worked example.
- 9. Summarize**
 - What learners can now do
 - How they can get further practice and where to get help
 - Outline support plan to help learners sustain their skills
 - Reiterate how their new skill ties into the company or department strategic business objectives
- 9. Ask for feedback (or send learners an online survey)**



Changing the color of an icon

You can copy and paste these icons into your presentation. If you'd like to change the color:

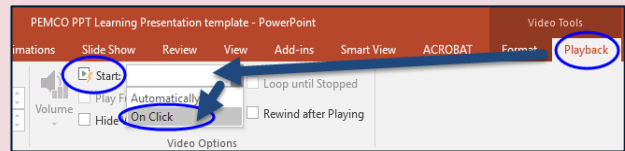
1. Highlight the icon
2. Click on **Drawing Tools >Format** in the top header.
3. Click on **Color**
4. Choose one of the color versions of the icon you'd like to use.



The icons are colored automatically in concert with the standard colors for this PPT.

Add video to a slide

1. Insert a link to a video on YouTube (reduces file size) or embed a video in PPT by clicking **Insert > Video > choose the source (online or computer)**.
2. With the video frame selected, choose **Playback** on top menu > **Start:** > **on click** so the video plays only when you as presenter click on it.



How to Write Objectives (aka Goals)

The best practice in writing objectives is to include:

1. What the learner specifically **will do** (the “performance”)
2. The **conditions** under which the learn must do the performance/behavior
3. **Measurable criteria** for the level of competency of the performance/behavior

Examples:

Poor: Build ten boxes.

Better: Given ten flat packing boxes, build them to the stage where merchandise can be loaded in less than ten minutes.

Poor: Make a list of claims and forms.

Better: Describe, from memory, the five most common types of claims and the correct forms to use for each type.

Poor: Show how to set up billing.

Better: Using the PS&S online and pertinent customer information, demonstrate the steps of launching the billing pages and setting up a customer for the Easy Pay Plan, from starting to submitting a policy.