

PowerPoint and Presentation Skills
March-May 2018 (class dates noted below)
6:30-7:30 pm

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Course Description

This course will combine a mixture of self-directed study utilizing Lynda.com in preparation for bi-monthly meetings that will include discussion and suggestions from the class.

Course Goals

Students who complete this course successfully will be able to:

- Learn the basics of an effective presentation
- Learn helpful tips to present an effective presentation
- Create an effective PowerPoint presentation on chosen topic
- Present to the class a 5 minute presentation during last session for review

Required Texts, Materials, or Equipment

- Evergreen Park Public Library card
- Free login to Lynda.com
- Review of assigned online training videos prior to class
- Complete Exercises accompanying videos

Daily Work/Homework

Participants will review assigned Lynda.com training videos prior to class meeting which will start promptly at 6:30 pm in the conference room on the lower level.

Major Assignments: Descriptions

Create an effective PowerPoint presentation to present to general class at end of session for review.

Class Participation

It will be important that the class in order to explore, and challenge their own ideas as well as those of others that we have dynamic conversations.

Preliminary Schedule of Topics, Readings, and Assignments

Orientation meeting – Tuesday, March 6th review navigation of Lynda.com and ensure all participants are able to login and determine level of use of PowerPoint or presenting in the past. This will determine if the course should focus more heavily on Presentation or PowerPoint skills. Facilitator will start exhibiting tips and habits for a successful presentation.

By class Tuesday, March 20th Review **“Learning PowerPoint 2016: The Basics 1Hr. 3min”** on Lynda.com Sections 1-4 with exercise files. Class will discuss insights and ideas to enhance a presentation. Come with a couple of ideas for your your presentation topic.

By class Tuesday, April 3rd Review **“Creating and Giving Business Presentations”** on Lynda.com **Sections 1-4 with exercise files** 50min. 19 sec.. Class will discuss insights and ideas to enhance a presentation.

By class Tuesday, April, 17th **“Creating and Giving Business Presentations”** on Lynda.com **Sections 5-6 with exercise files** 40min. 11 sec.

By class Tuesday, May 15th Come prepared with working draft of presentation. Class will discuss highlights, obstacles and suggestions for an effective presentation.

Tuesday, May 29th, Each participant will present and members will discuss, offer support and suggestions.