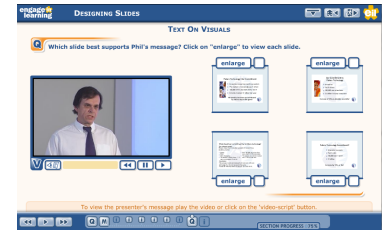# me learning
learning made easy

Creating Presentation Support Materials

Introduction

Avoid the pitfalls of too many slides and too much text! Make sure you keep your audience engaged by using visual support materials effectively and create visuals that enhance your message.

Audience

All employees

Objectives

- Recognise and avoid the features of poorly designed visuals
- Identify when a visual aid or other media will enhance your presentation
- Describe successful supporting visuals and ensure yours are legible, clear and have impact
- Ensure your notes support rather than intrude on your relationship with the audience
- Create effective hand-outs to clarify your points and support your audience

Modules

This course contains the following modules:

Module name

Creating Presentation Support Materials

Content

Here are a few topics covered in this course:

- The power of visuals on the audience
- Design your visuals with the audience in mind
- Support materials like handouts
- Use of notes as key message reminder