A Special Presentation for Blackboard

PowerPoint Tips for Creating eLearning Content

Delivered by Becky Pike Pluth

Objectives

- Examine tools to engage learners in real time
- Use 8 design tips to differentiate good PowerPoint from bad
- Select a strategy to begin applying to your own content

THE BobPike GROUP

December 2014

Becky Pike Pluth, M.Ed., CSP, MPCT

With more than 15 years as a training professional and two training industry best-selling books on the market, Becky Pluth, The Bob Pike Group's President and CEO, doesn't rest on her laurels. "Continuing education, whether formal or informal, is critical for those of us in education!" Becky said. "And, for many of us in this industry, I think the desire and passion for learning comes naturally."

As proof of her desire to continuously strive for "great," Becky was named one of *Training* magazine's Top 40 under 40 in 2012.

Becky has more than 17 years of exposure to Bob Pike's Creative Training Techniques (CTT) and vast experience in cross-functional training design and delivery, project management and business operations. She easily employs a participant-centered approach to classroom training, one-on-one training and blended e-learning. Becky also infused CTT into all of her design and development while working as a corporate trainer for Target Corporation and overseeing the training department at Event Think, a multi-million dollar event management and communications company.

Programs she has particularly enjoyed designing and delivering include Webinars that Work, organizational-change management, systems training, and leadership and team development.

Becky's charismatic personality and facilitation style place participants at ease, and she empowers each learner to leave their training setting and immediately put their insights into action. Sustainable, practical change and strong adult learning principles in practice are her foci.

Becky has helped many Bob Pike Group clients realize cost savings and training efficiencies through utilizing a participant-centered approach. Some Bob Pike Group clients who have consulted with Becky are: Bose, Cisco Systems, Coca-Cola, Hewlett Packard, Intel North America, Interval International, Karl Storz, Kellogg's, Kimberly Clark, Kraft, Medica, Microsoft, Minnesota Education Association, National Park Service, Sepracor, Tampa Electric, Target Corporation, Uline, USA TODAY Education and Wells Fargo.

Becky is a certified K-12 teacher and received her master's degree from St. Mary's University. She is a member of the American Society for Training and Development and the National Speakers Association. She also is the author of the award-winning *101 Movie Clips for presentations* and *Webinars with WoW Factor.*

THE BOB PIKE GROUP
14530 Martin Drive
Eden Prairie, MN 55344
(800) 383-9210
www.BobPikeGroup.com

PowerPoint is misunderstood. All too often it is over-utilized or under-utilized. Try to make Power-Point more than words on a page. **Be Visual. Be Exciting. Be Interactive**.

Be Visual

PPT Sins

• Text, Subject Title, Bullet Points and Logos = _____

• Tends to be used for document creation _____
_____ _____

PPT Principles

• Keep design _____

• Keep in mind _____. Need to know information goes in _____.
Nice to know is on the _____.

• Best design goes _____.

• Being creative = _____ thinking

• Ask "What's the main point?" Why does it matter?

• Be as _____ as possible. Support the point quickly.

• Use _____ _____ and _____ versus
clip art.

• Develop _____ animations for opening slides and countdown clocks.

Be Exciting

FREE

- Password

- _____ _____ _____

- Behind the Door

- Quiz Games

- _____

  - Ask the learner how it relates to the content

  - Show image of person that said it

- Why Card Slides

- Movies

FEE

- Yawnbuster

- BRAVO!

- Game Show Pro

- Turning Point

Be Interactive

- Create and use _____.

- Insert pre-made _____ _____.

- Use animated _____ for in-class relays.

- _____ on slide during the presentation.

- Develop _____ _____ where learners
  label the slide live.

- Embed _____ _____ like wiffiti and polleverywhere and
  yawnbuster.

- Interactive uses for _____:

    - Have learners share their example

    - Share one learning you will adapt, adopt and apply

    - As a brainstorming tool

    - A backchannel during a lesson

    - Q & A where learners are responding, honors experience in the room

   - Work in pairs on questions and later give out points for participation

Inserting Poll Everywhere into YourPowerPoint Presentation

1. Create your poll in Poll Everywhere at www.polleverywhere.com

2. Download PowerPoint slides from the "My Polls" area
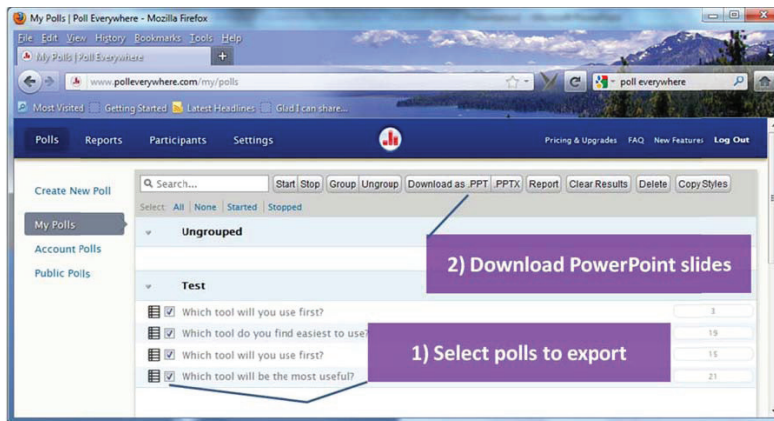
3. Insert slides into desired presentation

4. Participants may vote by:

    a. Visiting www.pollev.com with their answer

    b. Texting their preference
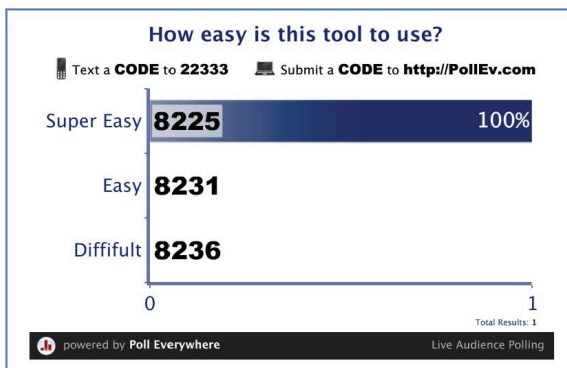
NOTE: The presenter must be online for a poll to be used during class.

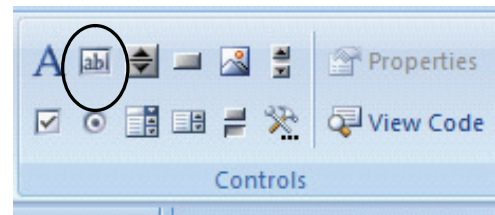# Writing on a PowerPoint Slide in "Presentation" Mode

1st Way

1.   Hold down the Ctrl key and press the P key and your arrow pointer turns into a pen for drawing. (Messy but easy.)

2nd Way

1.   Create a slide you want participants to write on (or you).

2.   Click on the "Developer" Tab (Office 2007).

3.   Select the text box button, the "ab" icon.

4.   Click on the slide and drag the cross-hairs into a square area you want to be able to type into.

5.   Duplicate the box for as many labels or text boxes are needed. Do this by selecting the box. Press and hold the Ctrl key while you tap the D key.

6.   Move boxes to where labeling or writing on the slide is wanted.

Games in Training Websites

PowerPoint Game Templates	
http://tinyurl.com/6nn4dde	Variety of games, including Darts, Blockbusters, Hangman, Millionaire, Concentration, Weakest Link scoreboard, animated Power Point timers, bingo number generator, and Wheel of Fortune spinner.
http://tinyurl.com/6ou4nnz	Amazing number of PowerPoint based games: Includes Concentration, Jeopardy, Wheel of Fortune, Millionaire, and Hollywood Squares, Balloon Game, Blast It.
http://tinyurl.com/5hcjw	Jeopardy, Millionaire, 20 Questions, (Hollywood) Holiday Squares, Wheel of Fortune, Weakest Link, Timers, Bingo Cards
http://tinyurl.com/7ntjb6y	University of MN Center for Teaching and Learning has some of the same kinds of PowerPoint games but with a higher education/corporate feel. Good articles on educational games.
http://tinyurl.com/d8dk33	Variations on many of the standard game templates. Many of these templates seem more suited to a younger audience but will provide ideas.
http://tinyurl.com/6o5smlm	Additional games can be found here that are different: Raceway, Multi-Q, Sunken Animals.

Developing Games in PowerPoint – DIY (Do it Yourself)	
http://tinyurl.com/7ge8uvm	UTHSC Houston School of Nursing – How to create a Jeopardy game using PowerPoint
http://tinyurl.com/6o5smlm	Template and PDF on designing "Multi-Q" a variation on Jeopardy

Social Media

Stay updated with The Bob Pike Group by following us:

Facebook: https://www.facebook.com/thebobpikegroup

Twitter: www.twitter.com/thebobpikegroup

www.twitter.com/@beckypluth

www.twitter.com/BobpikeCTT

www.twitter.com/Senebo

LinkedIn: www.linkedin.com/company/232681

Pinterest: www.pinterest.com/thebobpikegroup

Google+: http://bit.ly/13EvLCf

Upcoming Webinars

For a complete listing of our 2015 webinars go to **www.BobPikeGroup.com** or call The Bob Pike Group (800) 383-9210

The Bob Pike Group

What is The Bob Pike Group? We understand that business outcomes are what's important about the solutions we create in partnership with our clients. If the outcomes don't drive business success, the solution is actually a liability.

Thirty years ago, instructors conveyed their messages using a blackboard and lecturing their class. Bob Pike revolutionized training through his participant-centered training strategies, resulting in dramatically better data retention, faster knowledge transfer and enhanced workplace performance. As the evolution of training transitions from the physical classroom to the virtual classroom, The Bob Pike Group is again leading the way in revolutionizing training through the blending of the time tested participant-centered model with virtual technology. We examine how to economically bridge the chasm between physical and virtual learning to create effective learning journeys.

The Right Information • The Right People
The Right Medium • At The Right Time.

The programs we provide are the foundation for a customized solution to meet your company's specific needs:

- Train-the-Trainer Boot Camp
- Dealing with Difficult Participants
- Blended Learning
- Story Telling
- Participant-Centered Webinars
- Presentation and Facilitation Skills
- X-treme Powerpoint Makeover™

- Project Management
- Coaching With Confidence™
- Getting Started with e-Learning
- Performance Consulting
- Generational Differences
- Instructional Design for Participant-Centered Training

What ever your training or performance improvement needs, The Bob Pike Group is your one source for delivering results. Call us today at 1-800-383-9210 or 952-829-1954 or visit us on the web at **www.BobPikeGroup.com**.

Follow Us!

Facebook: https://www.facebook.com/thebobpikegroup

Twitter: www.twitter.com/thebobpikegroup   www.twitter.com/@beckypluth

www.twitter.com/BobpikeCTT   www.twitter.com/Senebo

LinkedIn: **www.linkedin.com/company/232681**

Pinterest: www.pinterest.com/thebobpikegroup

Google+: **http://bit.ly/13EvLCf**