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| **PACKAGING TRAINING MATERIALS** |
| **DUE DATE: Thursday, August 13th EOD** |
| **PROF. FELLOW NAME:** |

You have successfully outlined your training module. Now you are ready to assemble your visual guide – Slide Deck. Use this [**Slide Deck Template**](https://www.dropbox.com/sh/q0cf92pm32yc7x5/AADkJUt-MeEOuQc9gKH2fNWua?dl=0) to design the slides for your training module.

As you design your slide deck, please make sure to review the [**Bookshelf**](https://docs.google.com/spreadsheets/d/1VsaG42PN4rTDXhl29NxIWoSx2cU5q3hiRYmddSmtQmI/edit#gid=1496810796) for ideas on how to present visually engaging information.

**Submit your assignment to** [**Fellows@BarackObama.com**](mailto:Fellows@BarackObama.com) **by Thursday, August 13th EOD.**

**TIPS TO KEEP IN MIND:**

***Keep it simple:***

Your PowerPoint slides are not Word documents. As you design your slides, think about ways in which you can simplify the information you want to present. Introduce one message per slide. If your audience cannot understand what’s on your slide in 3 seconds, you have too much information on the slide.

***Don’t tell it, show it:***

Humana cannot effectively read and listen at the same time. Therefore, design slides that make use of pictures and icons. An easy rule to use to check yourself on the use of visuals is: Can this slide stand alone without me? If the answer is yes, then you have too many words on your slide. Remember, slides support what you are saying; they should not do the presentation for you.

***Show unity:***

Showing unity helps you protect the brand of your organization, saves time, and shows professionalism. Make sure to use a consistent design throughout your slide deck.