

Death by Powerpoint: Or NOT!

- IAFF ICWU Center RAIL
 SEIU UAW USW



Lectures can often "go in one ear and out the other". That's why many labor based modules are conducted as small group activities where members work together to solve problems, research hazards, discuss strategies and build skills. Often questions do not have "right or wrong" answers, but allow us to use our experience and judgment to think through an issue together.

Discuss these questions as a group. The aim of this exercise is for trainers from different sites and different unions to have the opportunity to exchange and discuss their training experiences with Power Point.

1. What has been a problem with the use of power point? After the group discusses this write PROBLEMS on the top of a chart paper and then write ONE problem.

2. What has been a good use of power point? After the group discusses this write GOOD USE on the top of a chart paper and then write ONE good use.

Discuss your answers at your table with the other trainers.

Power Point Facilitator Guide

The role of the facilitator is to facilitate a discussion on these questions and the discussion at each table of the strengths and weaknesses of powerpoint. The major aim is for everyone to learn from each of the smaller group's responses. The facilitator should divide everyone up so each site and each union is divided up at all the tables as much as possible.

On a different flip chart, each question should be written at the top. The facilitator should write down one response per group. If other people want to add any comments to each response, discussion by the group as a whole should be encouraged. The facilitator should add their thoughts on each question at the end of the exercise after everyone has a chance to respond to all the responses.

If there is additional time at the end of this session, the facilitator can ask the group, as a whole group exercise, to come up with the major ways that NIEHS DOE grantees should and should not use Power Point in their training.

Death by PowerPoint -- NOT
IAFF *ICWU Center *RAIL *SEIU *UAW *USW
Pilot Program – February 7 – 10, 2012
USW Tony Mazzocchi Center
First and Last Day Feedback on Uses of PowerPoint

Day One: Best/Worst Experiences Section

Activity: Divide into small groups. Each person asked to share worst ppt experience. Then the group lists 3 ppt crimes on the easel. Then each group rotates to the next easel station, and adds to the list of crimes. Finally, report back to the large group. Look for common threads.

Crimes

- Reading from ppt and not knowing material, with back to audience
- Ppt goes too fast
- Tech problems – incompatible flash drives/computers
- Too many slides, too much text, not enough graphics
- Just reading from ppt
- No backup when technology fails
- Font too small
- Too many animations or sounds
- Wild or hard to see colors = bad color usage
- Staying on individual slides for too long or not long enough
- Dark room = sleep time
- Misspelling and acronyms
- No participation or interaction built in
- Incorrect science
- Given someone else's presentation w/o time to prepare

Activity 2: open discussion of Best practices/uses of ppt:

- Advanced organizers (to display objectives, instructions for activities, etc.)
- Helps to prepare
- Limited text
- Use large enough font size
- Show large photographs/images
- Short videos – good quality (30 – 45 seconds?)
- Simplified graphs/text – limit detail
- Games – such as Jeopardy, Who Wants to be a Millionaire
- Use of graphics (figures, photos) as triggers for discussion
- Functionality of equipment
- Incorporate appropriate assets (I don't remember what this means)
- Customize to audience, e.g., make site specific

Last Day – Day Four

Best Ways to Use Powerpoints (Do's):

Group 1:

Multi-media

- Pic (clarity, variety)
- Site specific
- Film clips, videos, and hyperlinks
- Audio

Use as lead in or triggers for discussion

Games

Resource slide (for example, to show activity, or contact info)

Portability

Save a tree

Group 2

Relevant graphics/text . . . be prudent, sparing, and to promote interaction

Provokes discussion

Triggers interaction, thought

Appropriate/sparing use of humor

Use as adjunct to full presentation (intro or summary or multimedia item)

For large groups, ppt can help to involve audience

Group 3:

Use some videos/photos

Summary tool

Minimize #of slides – don't put everything on slide

Use to stimulate discussion or trigger for small group activity

Refocus discussion/small group activity

Games (Jeopardy, Millionaire) or activities (card sort)

Stationary info – one slide

Use to help participants fill out paperwork (e.g. registration)

Ensure all (presentation, videos, equipment, etc.) works properly before use.

Have a back-up ready when there is no internet, or equipment doesn't work

Don'ts – What to Avoid When Using Powerpoint

- Use a lot of text
- Use too many slides
- Put all info on slides
- Use as the whole learning program
- Use copyrighted material w/o permission
- Start cold - make sure the technology and presentation work and you practice
- Forget the target audience
- Forget the guiding principles
- Talk to the screen
- Let your ppt end up as a lecture, Just read the slides
- Forget to develop a backup plan.
- Use the presentation as your instructor's guide, do use it as the participant's guide
- Overuse one technique, e.g., all bullets or all images
- Overuse transitions, animations
- Use red and green (for people who are color blind)

NLC_Derailment_Exercise for Industry no numbers [Compatibility Mode] - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View

Normal Slide Sorter Notes Page Slide Show Slide Master Handout Master Notes Master

Ruler Gridlines Message Bar Show/Hide

Zoom Fit to Window Zoom

Color Grayscale Pure Black and White Color/Grayscale

New Window Arrange All Cascade Move Split Window

Switch Windows

Macros

1 Use binoculars to check placards

2 Identify chemical(s)

3 Contact Plant Management

4 Remain at scene to assist emergency responders

5 Administer first aid/CPR

6 Check shipping papers

7 Call Ambulance/ Fire Dept.

8 Warn people away

9 Use DOT Emergency Response Guide

10 Call ChemTrec

Search for missing crew; pull victims from wreckage

Make a record of the incident

Move upwind

Approach spill; look for ID #s, placards, damage

Put on appropriate protective equipment

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