


## PowerPoint as a Tool for Learning

PowerPoint can be a helpful tool *during* learning sessions. It can serve as a visual guide to help keep everyone moving along at the same pace.

You most likely have seen this in some of the meetings, convenings and learning events you have been part of. However, we invite you to think intentionally about how we use this tool effectively.

Here are the key elements to consider.

1. **Start with a *Welcome!* screen.** It's a great thing to arrive and be greeted by an image and words of welcome.
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2. **Less is more.** Often just a few slides are enough. Each slide should have function and help the learning. *Brevity* is key and will help keep energy up.
  3. **Include images.** They should mirror the words on or intent of the slide and is not there just to beautify.
  4. **Include the instructions to the learners.** It can be helpful to *see and hear* what is being asked of a person. Having the questions or model to consider, or the steps required to achieve an activity, can be helpful to have on the computer screen.
  5. **Use point form.** There is no need for full sentences, and this only adds more words on the screen. Be clear and succinct i.e. bullets, arrow, numbers, etc.

The key thing to remember: the PowerPoint presentation is only a tool to guide the session and the group. It is not a record of your notes that you read to the group.