

Lesson 5: Setting the Stage



- The Steps To Follow (see above)
 - Based on previous Power Up Training Lessons
 - Follow in this order to create a successful presentation
 - The following is for steps 5 & 6
- The Slides Every Presentation Needs
 - Slide #2 after the Title Slide:
 - The “agenda” that summarizes your goal and high-level content
 - Next to “Last” Slide
 - A summary of what was covered (match up to the Agenda slide) plus include the CALL TO ACTION (what you expect of people based on your presentation). Always be closing!
 - The Bookend LAST SLIDE
 - Duplicate your initial Title Slide and put it at the end, to avoid the harsh ending of the slide show
- Special Tools
 - Build Slides - A series of “matching slides” but with subtle changes in content that builds during slide changes
 - Hyperlink Actions - clickable text or graphics to jump to other slides for dynamic navigation
 - Animation objects and bullet points on a slide for emphasis
 - Careful, it makes executing on the stage more exacting
 - Slide Transitions- To add some subtly between slide changes
 - Avoid the FLASHY!