Presenter Certification Program: Module 3-Visual Design & Resources Checklist

Your Name: _____

Date you viewed the Visual Design & Resources session: _____

What, Why, How
Tell us 3 things you learned from this session that you didn't know/hadn't thought about before:

_____

_____

_____

_____

Event Plan
Identify 2-3 situations (slides for presentations, handouts for training sessions, posters for events) where you will apply good visual design techniques to enhance audience interest, understanding, or retention.
List specific situations and anticipated dates of delivery:

_____

_____

Try it: Abstract Images
Sit down with some colleagues and list a few buzzwords that your office uses frequently. Then, brainstorm or google images for those words. Be open to new ways to express old concepts!
List the date you did this activity, and tell us how it went:

_____

_____

Try it: 80/20
Define the 80/20 rule … and then:
For one of the situations you identified in the Event Plan section, above, develop some sample visual/text combinations while consciously applying the 80/20 rule. Tell us about the project and how it turned out:

_____

_____

_____

_____

Try it: Thinking Outside the Rectangle
As you prepare for an event, re-think your usual approach. Should your slides live on after the presentation through a website? Should your training include a handout? Would a hand-drawn poster get your ideas across for a meeting?
Identify the event and tell us how you thought about more than a slide to communicate with others:

_____

_____

I have completed these activities for Presenter Certification. ____

SUBMIT