



S.A.F.E. Newsletter



PRESENTATIONS

& Safety



HOW TO COMMUNICATE WITH OTHERS ABOUT SAFETY **SUCCESSFULLY!**

Organize Your Key Notes

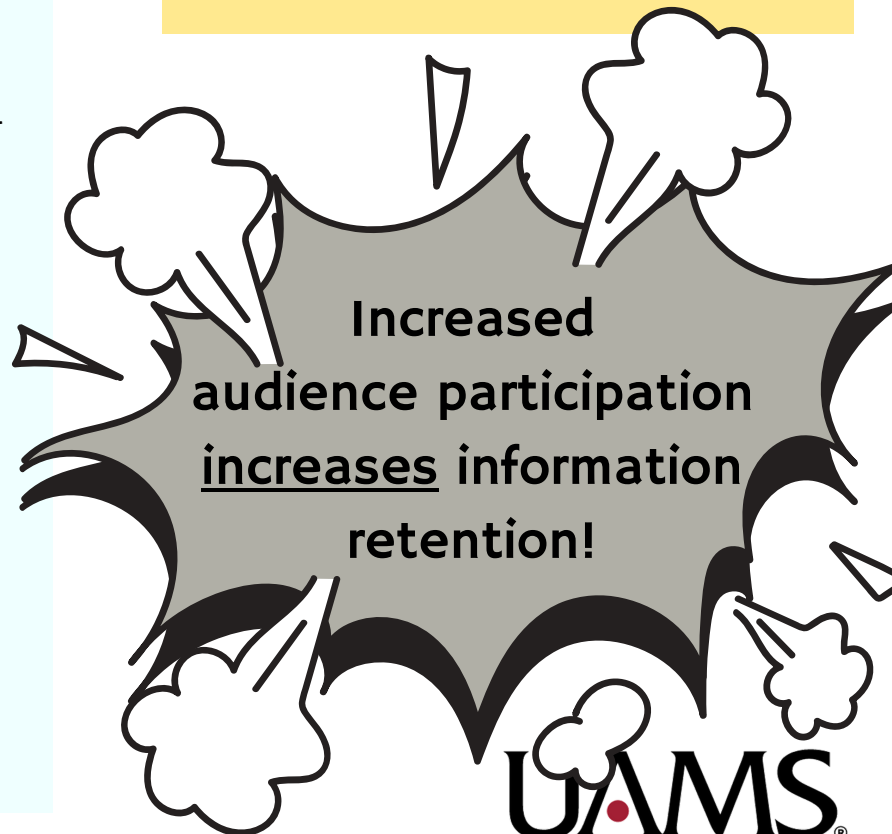
Outline your presentation and organize key thoughts to build to a logical conclusion.

Slide Examples:

1. Title Slide
2. Overview/Introduce Problem
3. Outline Objectives
4. Objective 1 (2,3, to...n)
 - a. Learning Goal 1
 - b. Learning Goal 2
 - c. Audience Activity or Quiz
5. Conclusion
 - a. Summarize Goals
6. Questions

Building a Slide

- Keep your message **concise!**
 - Do not use big blocks of text.
- Use **illustrations** for key concepts!
- Create a **color and font scheme** for your presentation!
 - Go to the Creative Services website for the [UAMS template](#).
- Be **neat!**
 - Do not put too many items in one slide.
- Ensure that the font is **legible and large enough** to read!



Increased audience participation increases information retention!

EXAMPLES

Bonus Tip!

Use the Themes and Design Ideas features to help upgrade your PowerPoint



Bad Example



This is a daunting block of text that is a bit scary and boring to read. There may also be a lot of big words that are very specific and good vocabulary, but they are hard to find in this block of text. The added pictures make this slide very busy and overwhelming.



Good Example

- Removed Block of Text
- Text is Easier to Read
- Made Infographic its own slide
 - Audience Activity



Audience Activity
Practice putting on PPE

