

Developing a PowerPoint and Notes



Leading by Convening: Meeting to Co-Create Tools

BASIC CONTENT AND FLOW

- Definition of _____
- Importance of attending to _____
- Key elements of _____
- Implementation of _____
- Activities for expansion
- Further information and resources

PROCESS

- Discuss each segment.
- Script content for each segment.
- Cite any sources that need to be referenced in the notes.
- Note suggested slides to be imported and do the following:
 - Cite the source.
 - Contact the person for permission to use the slides.
- Keep in mind the available time (e.g., 30-minute faculty meeting; 60-minute presentation).

ESSENTIAL

- Message to be conveyed
- Logical flow of information
- Language and readability level
- Citation of sources
- Activities for expansion (optional)

NOT ESSENTIAL

- Slide design
- Full sentences and paragraphs
- Wordsmithing

BEYOND THE MEETING

Follow Through on PowerPoint and Presenter Notes

- A small group of volunteers uses the *skeleton* PowerPoint developed on site.
- A small group develops the content from the on-site work.
- Volunteers or consultants complete the finished products from the on-site work and small group work.

CONTACT US



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