SFASU HR Guidelines for Online Training
Creating a PowerPoint for Conversion

Overview

This documents outlines design recommendations for SFA trainings that use PowerPoint. We should strive to create training material that has a consistent overall design while providing accurate and readable information.

Overarching considerations include:

1. Use the minimum number of slides necessary to present your information.
   - If the training is too complex and requires an extremely large number of slides, the training may be more appropriate for a classroom setting.
2. The quality and overall design of the presentation will be a determining factor of whether or not the trainees will mentally retain the given information.
3. Include the script for each slide in the "Notes" section of the PowerPoint.
4. Make your presentation legal:
   - If you found it on the web it is protected by copyright unless specifically stated otherwise.
   - Only use images you created yourself or downloaded from sites that allow reuse.
   - Attribute images to their owners. Images must adhere to SFA policy.

Required Content

- All trainings should use the SFA Online Training template for the title page.
- The learning objectives should be described in the second slide. Learning objectives are predictive statements outlining the specific outcomes that a training session is intended to achieve. "At the end of this presentation, you will be able to…"
- Give a brief overview at the start of the training to answer questions pertaining why the training is being offered, if there are follow-up training, etc.
- If the training requires a pass or fail grade, a post-test should be included at the end of the training.
- The final slide should provide contact information for the owner of the training.
- Time your presentation to correctly note the amount of time required to complete the training.
- Content of the training should be developed at an appropriate education level. If training targets all employees, all employees should be able to read and understand the content.

Slide Design

- Use the provided SFA PowerPoint template.
- Be consistent in your slide layout.
- Stick with the standard layouts available in PowerPoint.
- Avoid using colors to indicate importance or changing of categories on the slides.
- Any videos used within slides should be embedded, not linked to an outside source.
- Add "Alt Text" to describe any and all images used in the PowerPoint that add meaning.
- Do not use slide animations to convey points. Allow the text and narration to do this.
- Include images, diagrams, and illustrations to display concepts.
- Do not use several small images when one image would be more effective.
- Steer away from using neon, brightly colored or outdated clip art.
- Do not overuse images or use them as decoration. There should be a reason for their inclusion.
- Trainings may include various forms of ungraded assessments.

- o Pre-tests can be downloaded by the participant before accessing the training.
    - o Knowledge checks may be contained within the training (may slow the content speed).
- When using abbreviation and acronyms, spell them out entirely before using the abbreviation and/or acronym alone.
- Proofread prior to submitting – check your grammar and spelling.

Fonts

- Use a font no smaller that 24 point.
- Use a sans serif font such as: Arial, Calibri, or Trebuchet.
    - o These fonts tend to do best in cross-platform deliveries.
    - o DO NOT USE: Comic Sans or handwriting-style fonts.
- Use dark text on a light background for contrast of color.
- Employ the 7X7 rule whenever feasible.
    - o No more than 7 lines or text.
    - o No more than 7 words per line.
- Keep text left justified.
- To emphasize certain content on the page, use bold or larger fonts.

Tips for Narration

- You can record a voiceover directly in PowerPoint for each slide using "Insert Audio".
- Keep the audio clear – good narration is well-planned, practiced, and avoids external noise.
- Audio quality matters:
    - o Use a good microphone.
    - o Record in a quiet location free from distractions.
    - o Edit or redo your recordings when necessary.
- Smile while you narrate, your learners can tell.
- Write a script before you start, don't just "wing it."
- Do not just read the slide to your learners.
- Ensure that any technical or industry terms/jargon is explained adequately.
- Focus on visuals more than text when narrating.
    - o Comprehension and retention are reduced when we ask our learners to read and listen.
- Practice, practice, practice.
    - o Practice improves delivery and helps to time your presentation properly.

Review Process

- All trainings must be submitted to SFA Human Resources for review and approval prior to the conversion process. Please allow for at least two months when considering your implementation timeline.
- The Human Resources Department reserves the right to deny training content for online delivery if deemed the content is too complex for online learning. The Human Resources Department may break longer trainings into more than one modules for delivery. The Human Resources Department provides input on the adherence to policy, format/content of the training to include, content comprehension for the target audience, and the format.
- If including an assessment (quiz, check for learning, pre-test, etc.), please submit the proposed questions, answer choices, and correct answers at time of submission.