Learning Objectives
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• By attending this webinar, you will be able to:

• Submit handout changes according to new submission procedures

• Incorporate preferred slide formatting guidelines into existing or new slides
Submitting Handout Changes

The Good News

- SAE Professional Development activity continues to increase
  - more new courses
  - more offerings of existing courses
  - more new sites
  - more in-house training engagements
  - more e-Learning products
Submitting Handout Changes

The Challenge

• Professional Development staff is maxed

• Need to implement process improvements to keep up with projected volume increase
Submitting Handout Changes

Current State

- 6-week deadline to submit changes for next scheduled class (most arrive inside 4 weeks)
- Many submit entire handout with no instructions--unsure what’s changed and have to re-proof entire handout
- Lots of time spent determining color pages
- No provision to get “corrected” version back to instructor
Submitting Handout Changes

New Desired State

• 4-week deadline to submit changes for next scheduled class (if not received, handout will be printed “as is”)

• Submit just what’s changed or include list of slide #s that have changed

• Consider modularizing presentation to make change-submissions more manageable
Submitting Handout Changes

New Desired State

• Submit in PowerPoint vs. pdf or Word
  – so we can make corrections on-screen vs. printing handout and marking up
  – so we can add supplement with table of contents, course description, pagination

• Instructors will now designate pages that have to be printed in color
  – thermal differences, light spectrums, color-coded charts (although patterns better), etc.
  – typically 10-15 pages—or 20-30 slides if printed two-up
Submitting Handout Changes

**New Desired State**

- 100% compliance on including learning assessment as part of course materials

- Updated version of handout will be returned to instructor if SAE’s made any changes
  - either via email
  - or uploaded to FTP site for instructor to download

- Everyone’s cooperation is needed in order for this to work (effective with classes beginning June 9)
Polling question

1. After receiving this information on the new guidelines for submitting handouts, do you understand them?
   - No
   - Maybe
   - Yes

2. Do you understand the reasoning behind why we are implementing new guidelines for submitting handouts?
   - No
   - Maybe
   - Yes

3. Do you feel you will be able to comply with the new guidelines for submitting handouts?
   - No
   - Maybe
   - Yes
Module 02
Slide Formatting for Presentation & Handout
Slide Formatting

*Desired State*

- Slides formatted for both on-screen visual impact *and* black/white printing (2 per page)

- Achieve reasonable consistency in look/feel to make all handouts SAE-recognizable

- SAE templates and updated guidelines being finalized
Slide Formatting

Sample Content Slide

• White background supported with impactful visual in header

• Plenty of space for content
  – 28 point main bullet points (min.)
    • 24 point sub bullet points (min.)

• Arial = preferred font. No serif (Times)

• Use ALL CAPS and *italics* sparingly
Slide Formatting

Another Sample Content Slide

• One main point per slide

• One thought per line

• 5 to 7 lines per slide

• 5 to 7 words per line
Module 03
Handout
Summary
Handout Summary

• Help us help you
  – Submit changes by 4-weeks—no more 6-week deadlines (except for Congress)
  – You advise on color slides but please use discretion
  – Updated, corrected version of presentation back to you
  – Effective with classes beginning June 9
• Incorporate new formatting guidelines
• Templates being developed for your use
QUESTIONS?

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