



# VISUAL LANGUAGE Workshop

## Training Agenda

### Pre-training Learning

All attendees should have a basic understanding of PowerPoint™ operations before arriving at the training event—skills such as: opening a new slide presentation, inserting slides, adding slide transitions, inserting pictures and shapes, using hyperlinks, changing background colors, and designing simple content. To assure these skills are in place, every registrant will receive a copy of book 1 in the *Visual Language Book Series*. This book, entitled **PowerPoint Mastery** will be available via download after registration is complete. We request that each registrant read this book before the event dates and make note of any skills that need further work. The workshop agenda presumes everyone is thoroughly comfortable with that prerequisite knowledge.

### Training Event

#### Day 1

7:30-8:00	Registration, Networking, and Computer Setup
8:00-8:50	Welcome/Introductions
8:50-10:00	Training Overview – The Language of Visual Communication and Science Behind Visual Language
10:00-10:15	---BREAK---
10:15-10:30	Changes to PowerPoint settings
10:30-11:00	Hands-on experience with the <i>Workplace</i> platform
11:00-11:15	Tour of the Aspire Template Package
11:15-11:35	Thinking about Your Platform’s Categories
11:35-Noon	Customizing the Main Show Template
Noon-1:00	---LUNCH ON YOUR OWN---
1:00-1:15	Making a Back Button
1:15-2:00	Customizing the New Show Template
2:15-2:30	---BREAK---
2:30-4:00	Making a Content Show and Linking It into the Platform
<i>Evening:</i>	<i>HOMEWORK APPLICATION (Assessing Basic Skills)</i>

#### Day 2

8:00-8:30	Homework Application discussion
8:30-9:30	Image Roles
9:30-10:00	Picture Stories
10:00-10:15	---BREAK---
10:15-10:30	Activity (thinking about image roles in their context)
10:30-10:45	Legal Aspects of Picture Use
10:45-11:30	Photography Skills
11:30-NOON	Picture Best Practices



Noon-1:00            ---LUNCH ON YOUR OWN---

1:00-1:30            Design and Color – Mechanics of Using Shapes

1:30-2:15            Making Shape-based content

2:15-2:30            ---BREAK---

2:30-3:00            Key Content Concepts

3:00-3:30            Content Examples

3:30-4:00            Dynamic Delivery

*Evening:*            *HOMEWORK APPLICATION* (Taking Pictures for Picture Story)

### **Day 3**

8:00-8:45            Homework Application “Show and Tell Picture Stories”

8:45-9:45            Mapping the Organizational Structure of Your Platform

9:45-10:15           Rapid Prototyping the Platform

10:15-10:30           ---BREAK---

10:30-11:30           Slide Visualization

11:30-Noon           Working on Your Platform

Noon-1:00            ---LUNCH---

1:00-2:30            Working on your Platform

2:30-3:45            Expanding/Changing the Templates

3:45-4:00            Wrap-up and Next Steps