Prepare Your PowerPoint® Presentation for e-Learning

Is Your PPT Ready to be Converted to Asynchronous e-Learning?

Follow these 5 easy steps to prepare your PowerPoint® presentation for conversion to interactive, story-driven e-learning.

1. Ensure the content reflects current workplace practices and procedures.

2. Remove non-actionable, reference information.

3. Identify SMART (Specific, Measurable Attainable Results-Focused Time-Focused) learning objectives.

4. Remove any content that does not support the learning objectives.

5. Add your instructor notes to each slide.

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