

Utilize Visual Support



National
Defence

Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE

COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

Review

- Comparison
- Reasons
- Examples
- Statistics
- Testimony



Main Teaching Points (MTPs)

- The role of visual aids
- Types of visual aids
- Guide for the preparation of visual aids
- Basic PowerPoint guidelines



CANADIAN ARMY
COMMAND AND STAFF COLLEGE

COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



National
Defence

Défense
nationale



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

The Role of Visual Aids

Promotes

- Credibility & persuasion
- Audience interest
- Focus audience attention
- Aid retention of key points



National
Défense

Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE



COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

What is a Visual Aid?

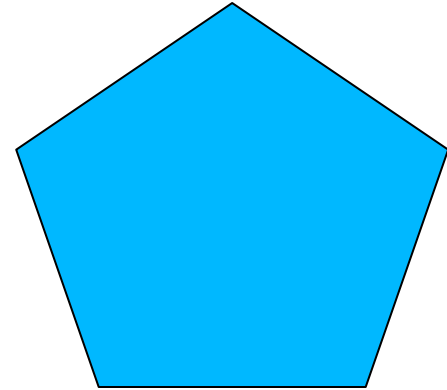
#1

- Conveys what words cannot...

Or

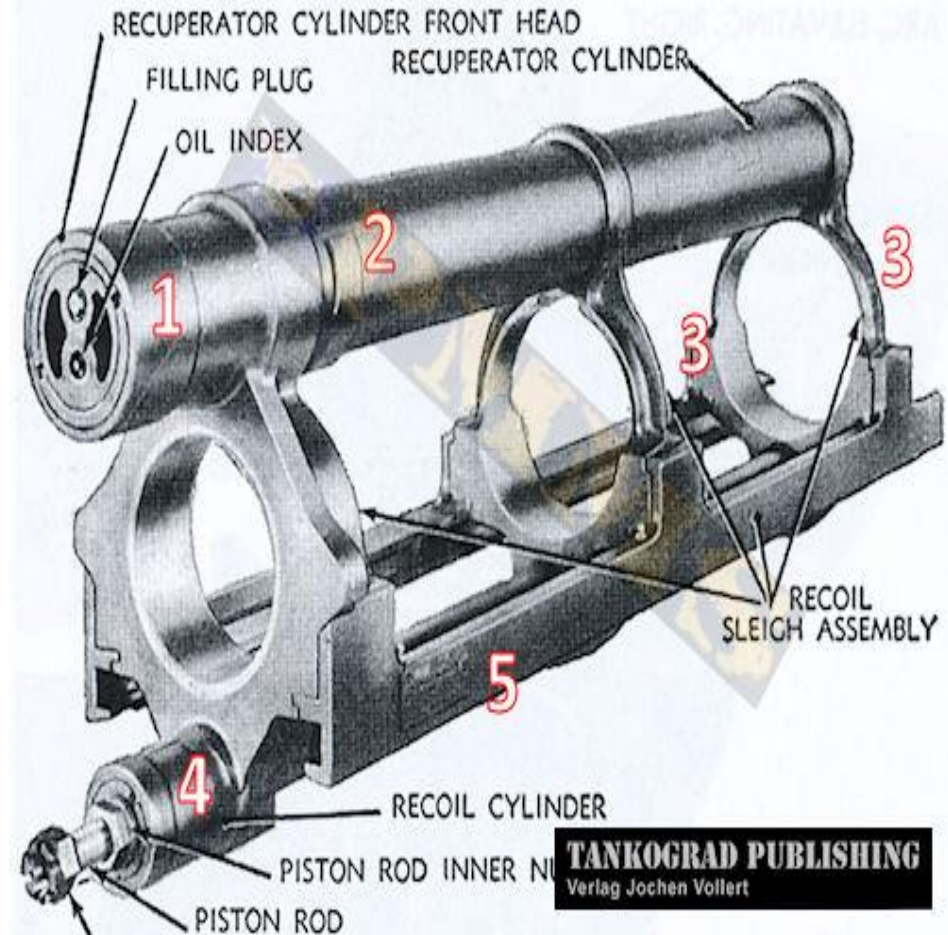
- Better conveys a idea or concept than words

Allows for Brevity



What is a Visual Aid?

#2 Explains an abstract concept



CREST?

What is a Visual Aid?

#3 Aids in the retention of information



National
Défence

Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE



COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

What is a Visual Aid?

#4

Maintains audience interest



National
Defence

Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE



COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

Types of Visual Aids

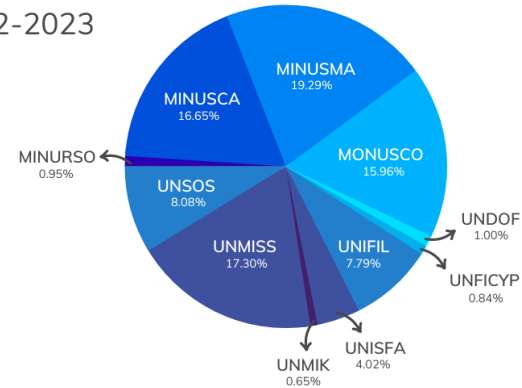
- Objects
- Models
- Photographs



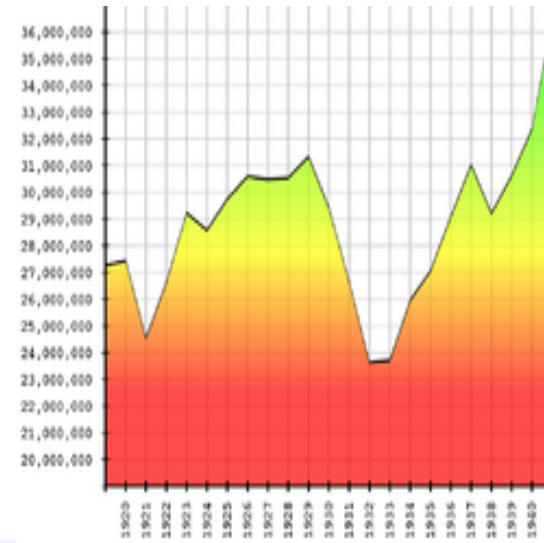
Types of Visual Aids

- Drawings
- Graphs
- Charts

**PEACEKEEPING
BUDGET**
2022-2023



MINUSMA TOTAL: \$1,245,045,100



National
Défence

Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE



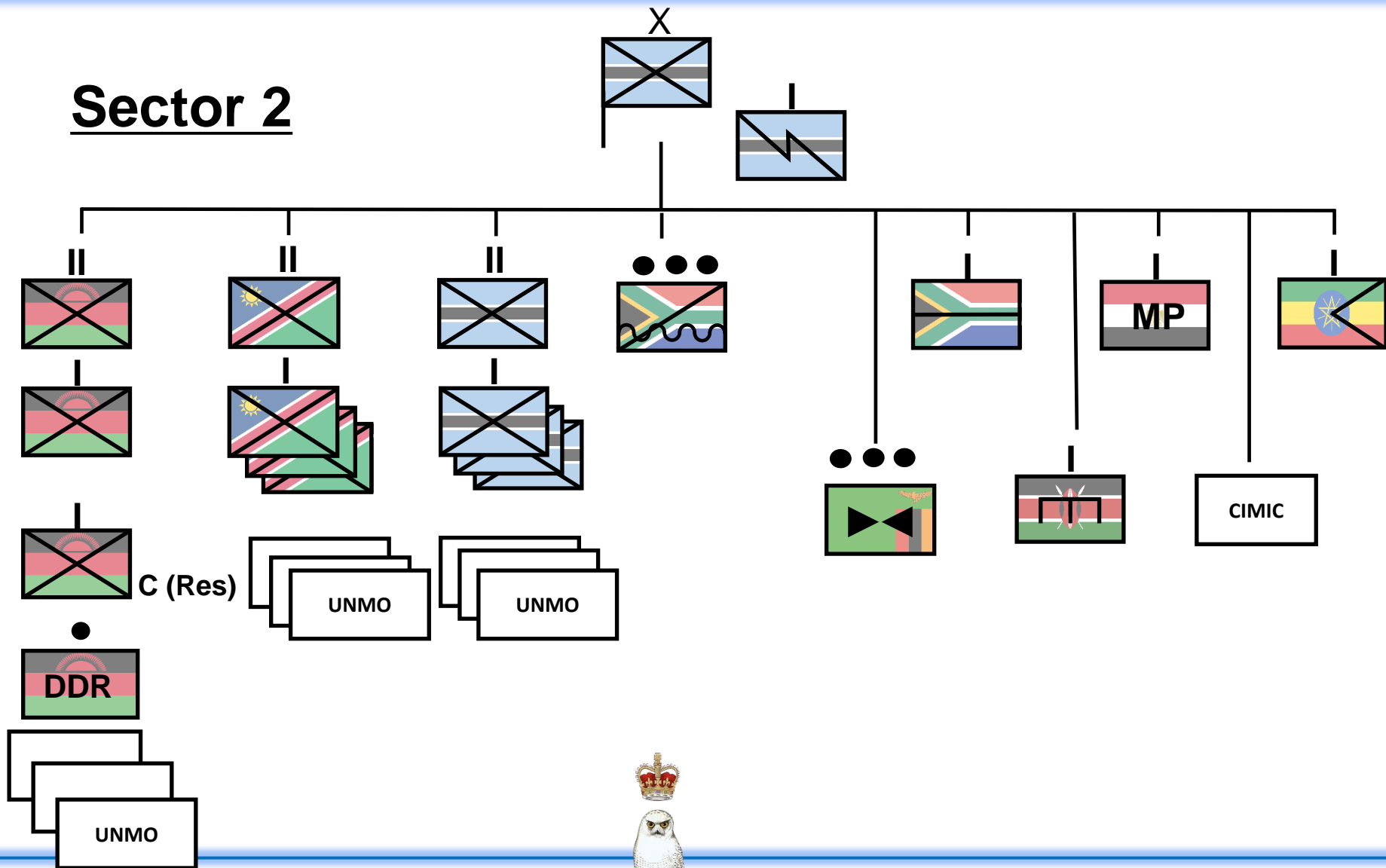
COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



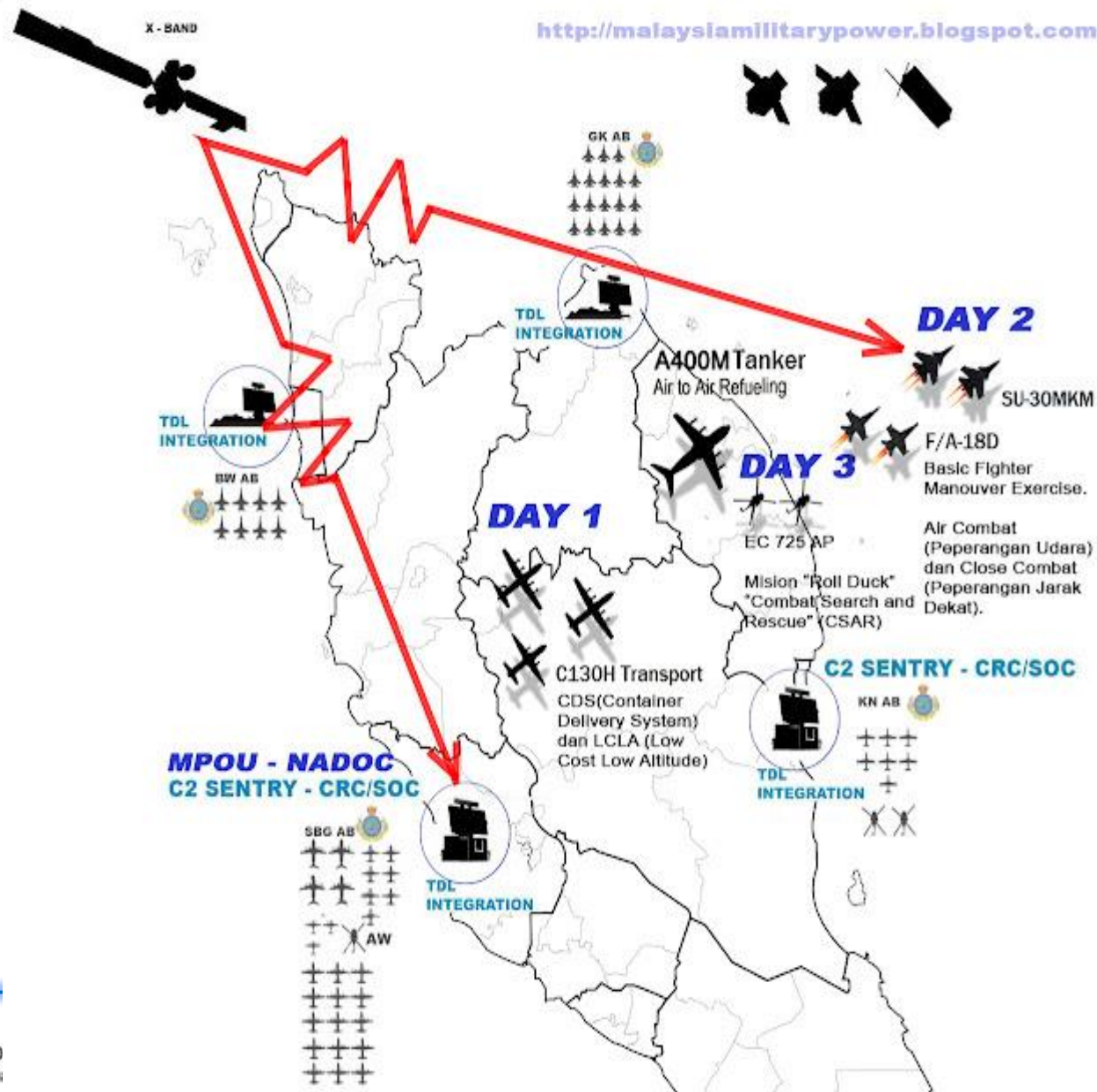
Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

Types Of Visual Aids: charts

Sector 2

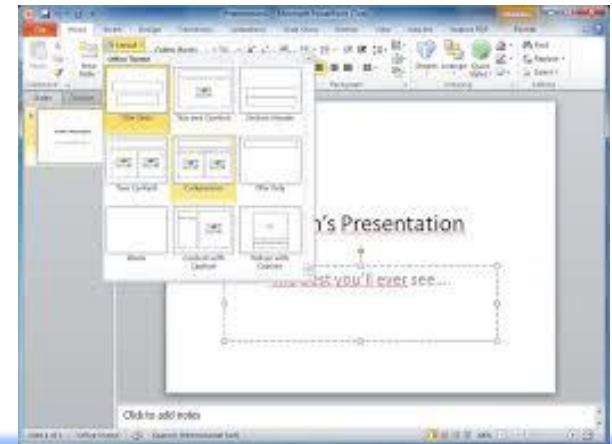


Types Of Visual Aids: graphics



Types of Visual Aids

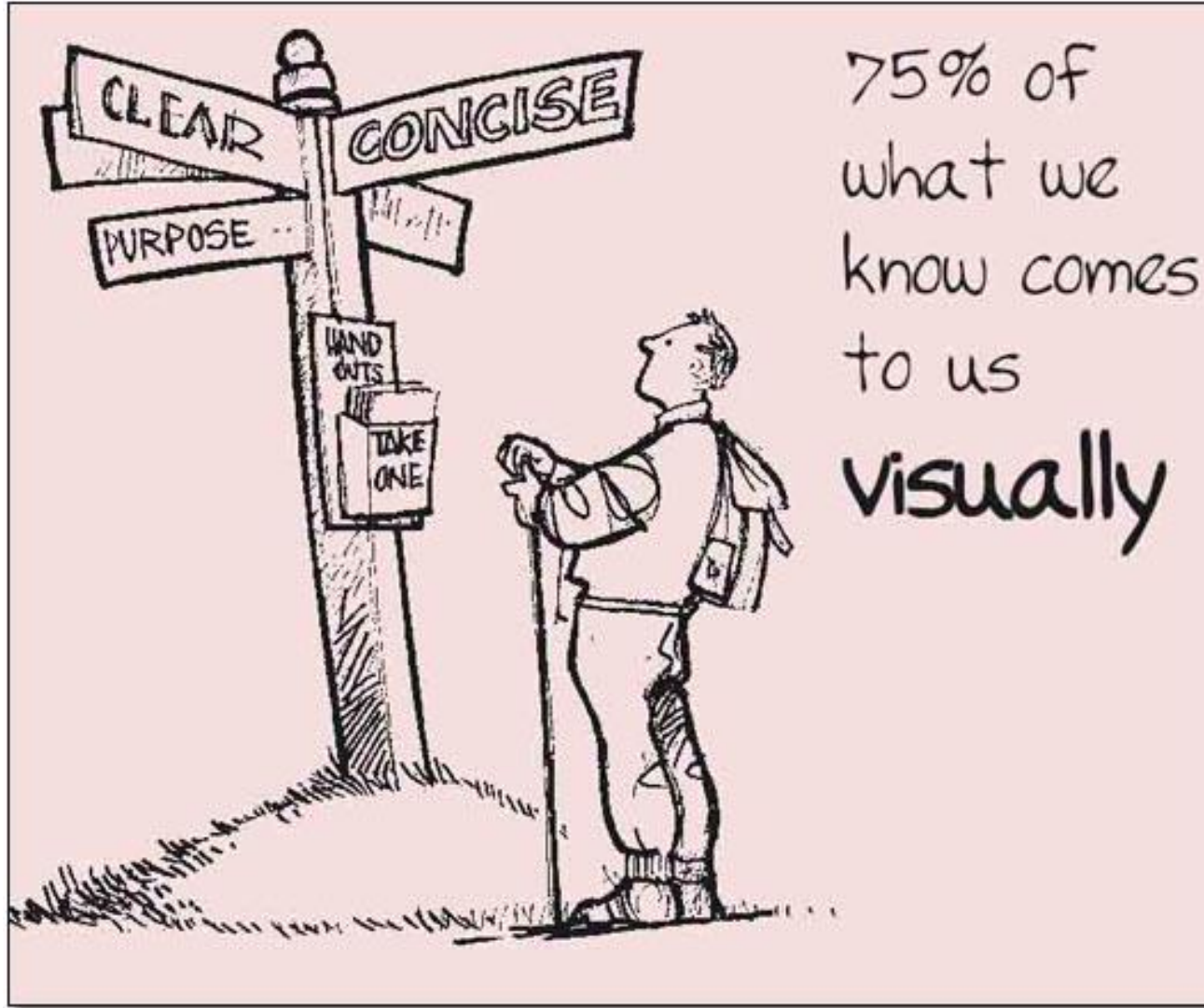
- Transparencies
- Films or Videos
- Multimedia
- Physical material



Types Of Visual Aids: videos



Questions?



National
Défence
Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE



COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

Guide for Preparation of Visual Aids

- Prepare in advance
- Keep visual aids simple
- Make sure Visual Aids are large enough
- Use appropriate Fonts
- Limit use of Fonts
- Use colour effectively



National
Defence

Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE



COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



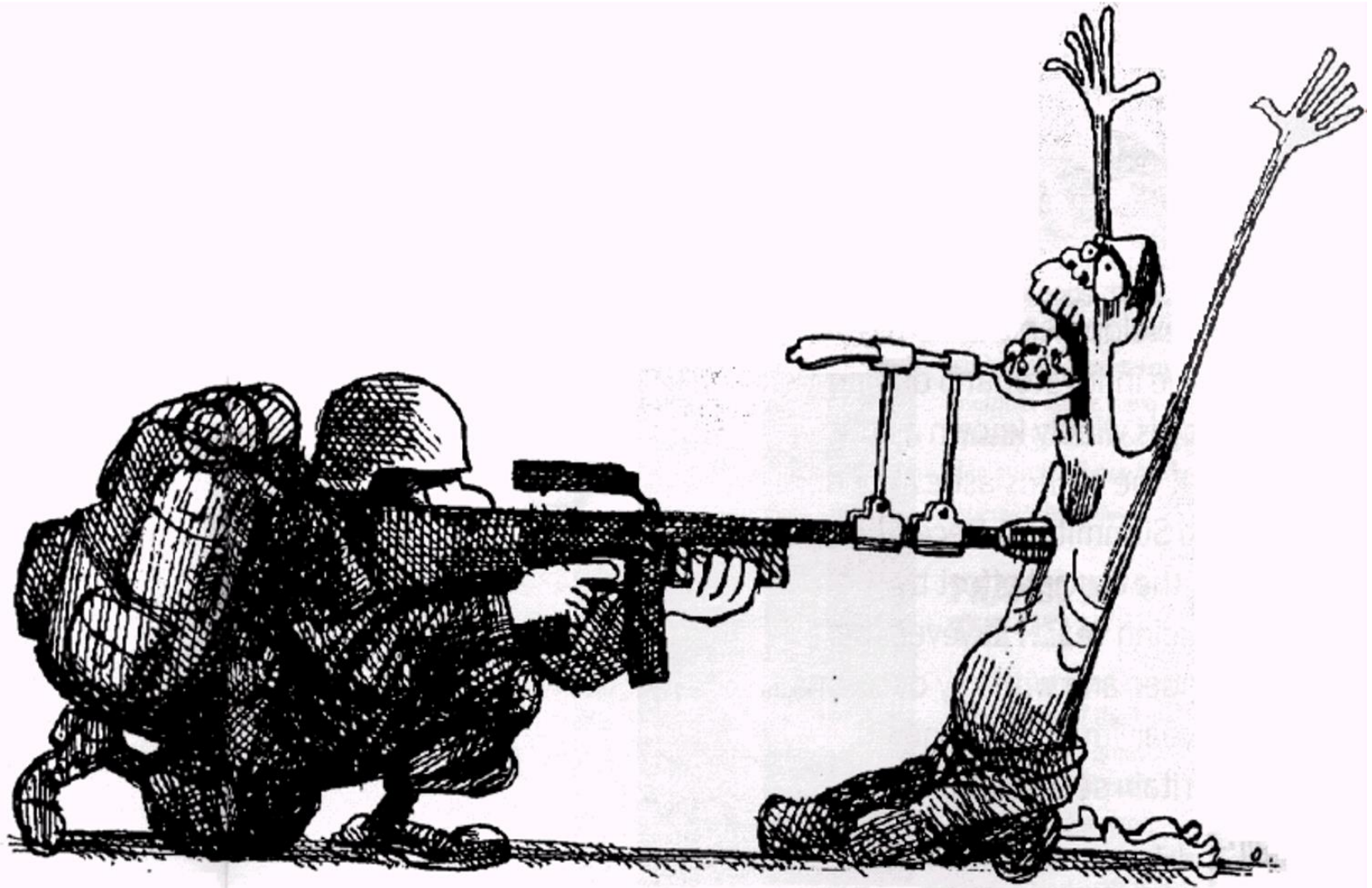
Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

Guide for Use of Visual Aids

- Display them so that they are seen
- Display only while discussing them
- Explain them clearly and concisely
- Practice using them!
- Limit use of Chalkboards or Whiteboards
- Consider the value in passing them to the audience
- Don't talk to them



Questions?



Basic PowerPoint Guidelines

Fonts

- No more than 2 fonts per slide
- Sans Serif fonts – clean, block fonts – [Arial](#)
- Serif fonts- fonts with ‘curves’ [Times New Roman](#)



National
Defence

Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE

COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

Basic PowerPoint Guidelines

Fonts

- Use at least a 32 point font
- 48 point is better
- PowerPoint default for this slide is 40 for Title and 32 for bullets
- **Keep** size consistent



Basic PowerPoint Guidelines

Fonts

- DON'T USE ALL CAPS – IT MAKES IT DIFFICULT TO READ
- Use **bold** when you want something to stand out
- Better yet, **change the colour of the text**
- *Italics* are hard to read
- **Size algorithm** - Divide the age of the oldest person in the audience by two = smallest font size



National
Defence

Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE



COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

Basic PowerPoint Guidelines

Text

Avoid excessive verbiage leading to excessively lengthy text that is not only redundant but also repetitive and reiterative. Too much text makes it difficult to see and process the information. People will either try to read everything or copy down everything and will quickly lose interest. Use more slides, list only the key points, and add details verbally. And let people read the slide before talking to them about the slides



Basic PowerPoint Guidelines

Use consistent wording

Original Wording

- Test scores will improve
- Expanding knowledge
- It will reduce time off task
- Grades will increase

Versus

- Improved test scores
- Expanded knowledge
- Reduced time-off task
- Increased grades

Keep structure the same



Basic PowerPoint Guidelines

Bullets

- No more than 6 bullets per slide
- No more than 6-7 words per bullet
- Don't use periods at the end of bullets
- Only capitalize the first word in a bullet
- A presentation is not a book – one thought per line
- No more than 2 levels of bullets per slide



National
Défence
Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE

COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

Basic PowerPoint Guidelines

Colour and Contrast

- Use dark font on light background
- Too many colours overwhelm the eye

• USE A WHITE OR LIGHT FONT ON DARK BACKGROUNDS



National
Défence

Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE



COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

Basic PowerPoint Guidelines

Backgrounds

- Simple backgrounds work best
- Stick with a single background

Basic PowerPoint Guidelines

Balance

- Left justify bullets
 - Centered bullets make the text ragged and difficult to read
- As you can see, this is an example of what not to do



National
Defence

Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE



COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

Basic PowerPoint Guidelines



Balance with Graphics

- Place graphics off center
- Leave room for text
- Balance both
- Place graphic on the left to lead eyes to the text

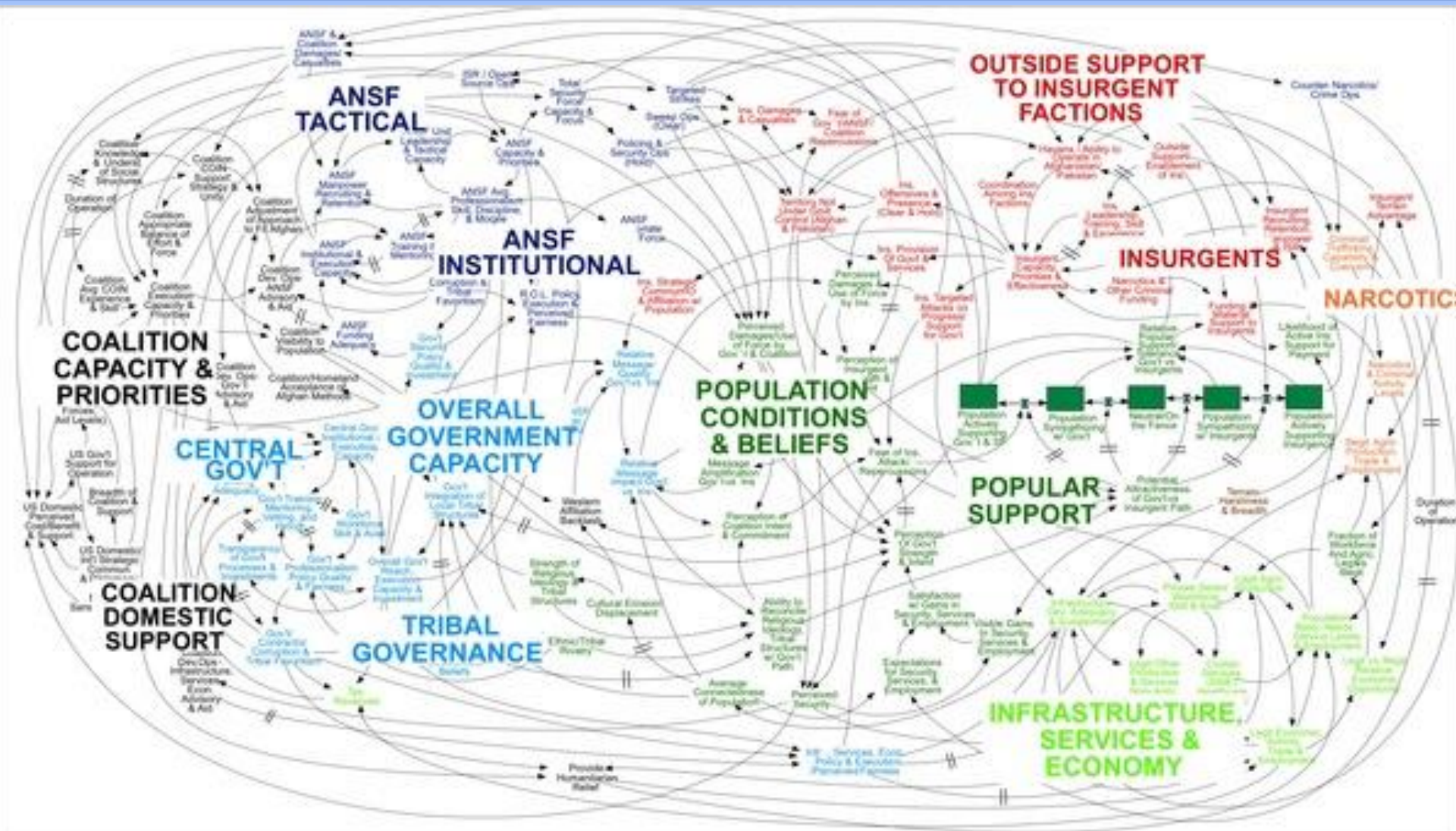
BASIC POWERPOINT GUIDELINES



Graphics

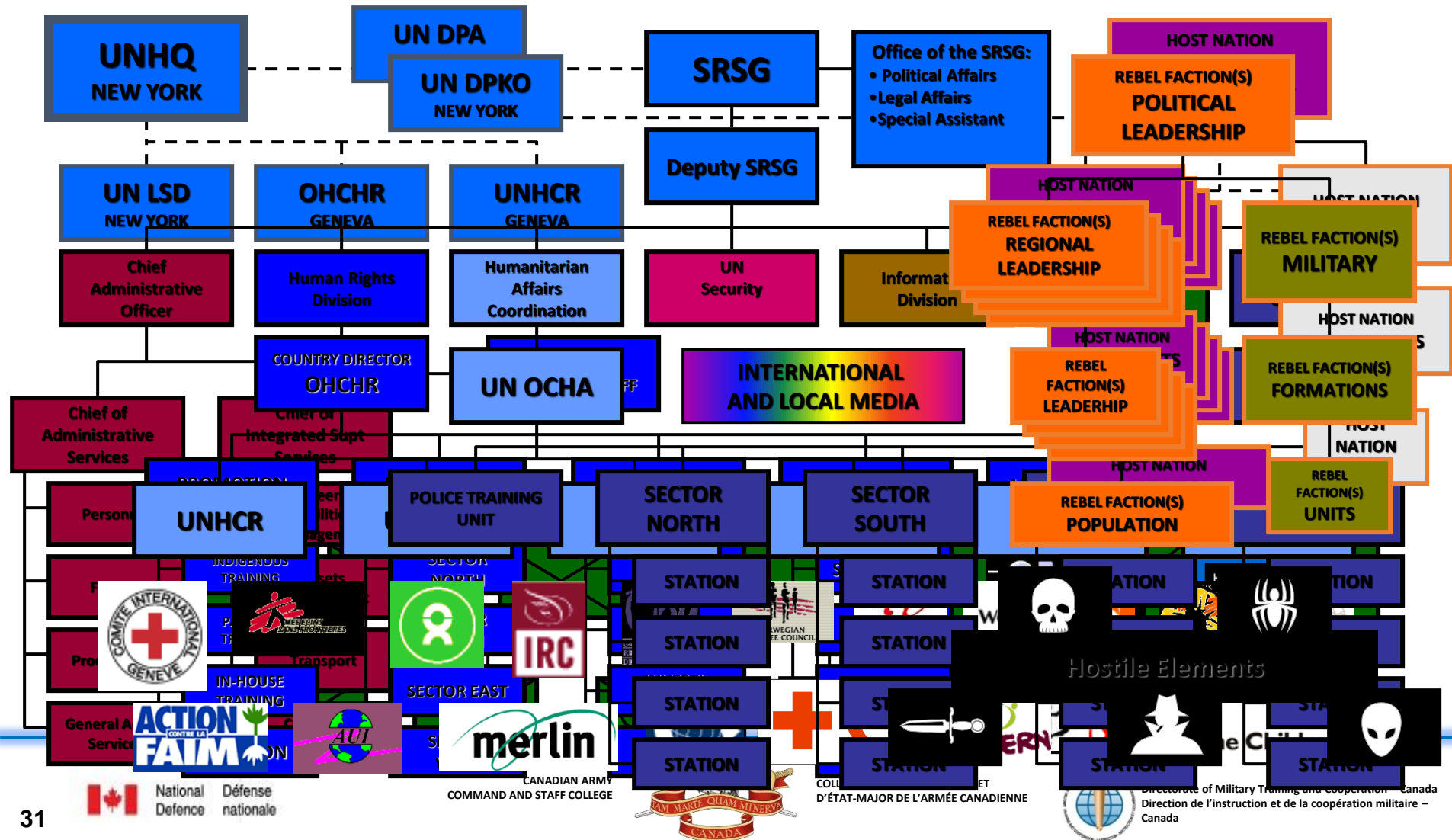
- Select carefully
- Every image has a reason
- Animated gifs may distract your audience
- Use bar graphs or pie charts instead of tables

Correct information... but unhelpful presentation



Scope of the United Nations security management system responsibility

A Model for Peacekeeping Operations: The REALITY (simplified version)



Basic PowerPoint Guidelines

Basic Rules

- Keep it simple
- Make bullet points easy to read
- Use graphics
- Keep wording concise
- Keep font size large
- You are the star - not the presentation



Basic POWERPOINT Guidelines

10-20-30 Rule

- No more than 10 slides
- For a 20 min presentation
- Using a min Font size of 30 point
- **50 minutes = 23 slides in 50 min @ 30 font size**



National
Defence Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE

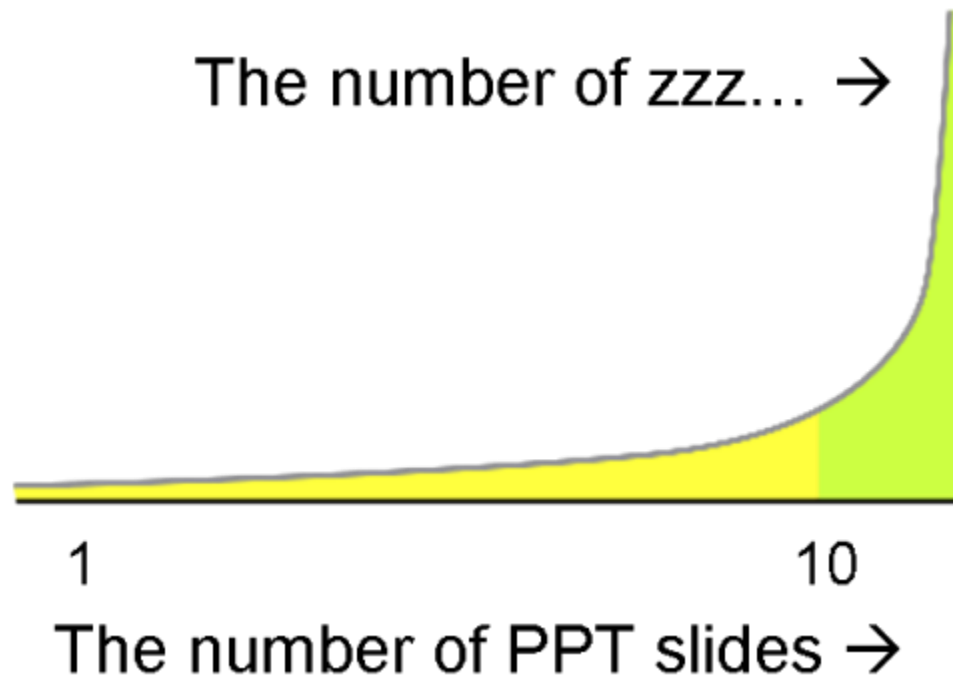


COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

Reward vs Risk



National
Defence

Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE

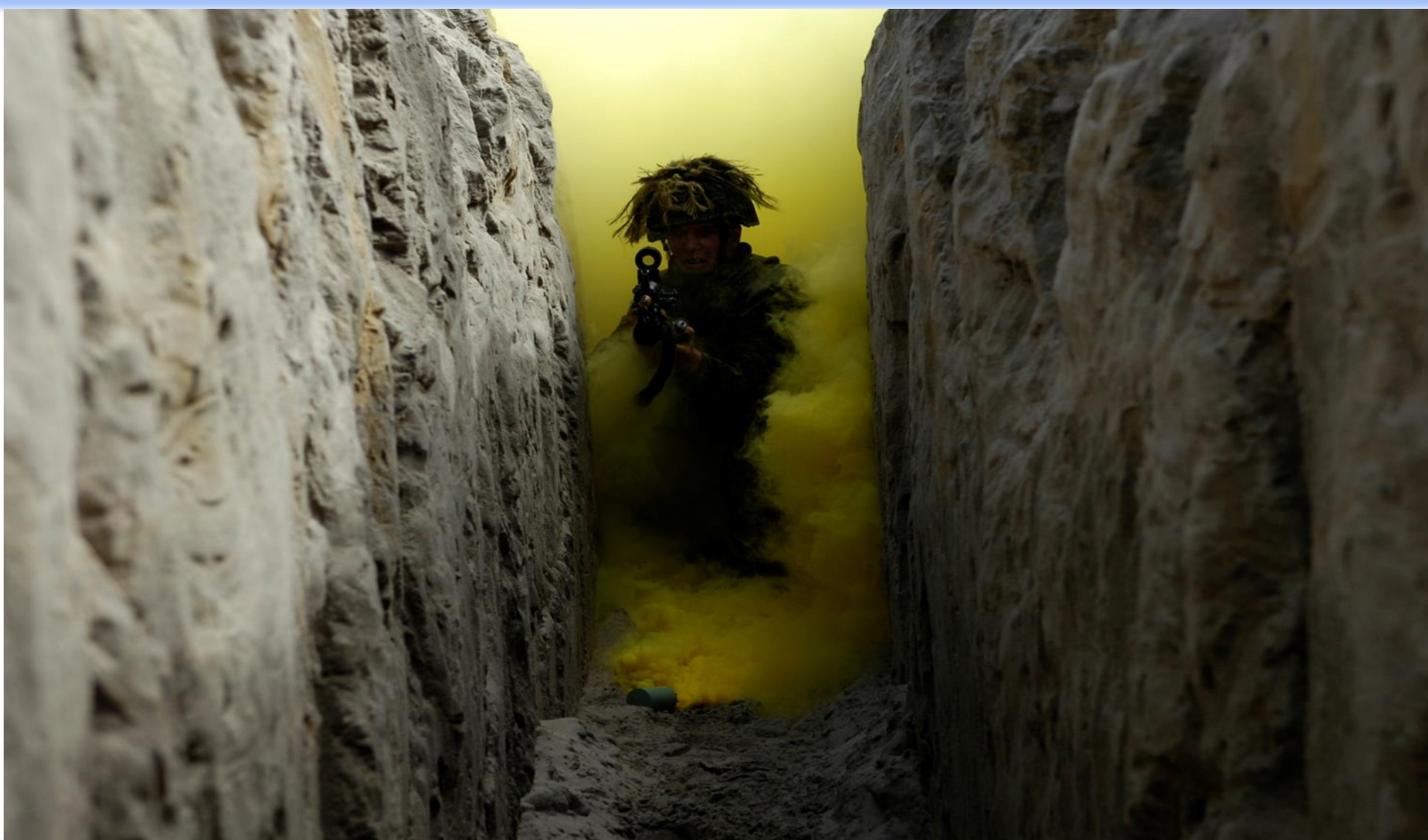


COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

Questions?



National
Defence

Défense
nationale

CANADIAN ARMY
COMMAND AND STAFF COLLEGE



COLLÈGE DE COMMANDEMENT ET
D'ÉTAT-MAJOR DE L'ARMÉE CANADIENNE



Directorate of Military Training and Cooperation – Canada
Direction de l'instruction et de la coopération militaire –
Canada

Conduct a Briefing using Visual Support

Aim

Deliver a 5-minute brief using Visual Aids, on your partners' country of origin (Geography, History, Culture/Arts).

Time Allocation

Preparation: Homework
Presentations: 5 min each
Total: 150 Mins

Deliverables

- Verbal Communication Skills
- Visual Support Methodology
- Basic PPT Guidelines
- Standard Briefing format
- Remember CREST

Notes

- Suggested outline is 5 min
- if using slides, 3-4 slides/
minimum font size = 30
- Build upon skills
- Poise & confidence

