

## Leadership PowerPoint Assignment

Create a **recorded** presentation using PowerPoint and Screencast-O-Matic. Your presentation will address several questions related to Chapter One in the text, "The Servant". The purpose of this assignment is to practice using PowerPoint and a recording tool. Don't forget to use pictures on slides when appropriate. The grading rubric for this assignment can be found under **Assessment** → **Rubric** on D2L.

**Address each of the following questions on a separate slide:**

- What is your definition of leadership?
- How does it agree to disagree with the definition on page 28.
- Is there a difference between power and authority?
- How are they different? How are they alike? See page 30.

**Requirements for the Powerpoint presentation:**

- Must be at least 5-10 slides.
- Must include a title slide
- Include at least 3 pictures, graphics or clip art.
- Animate the text or image on at least 1-3 slides.
- Use a footer for any references such as the images, books, websites or other articles.

**Requirements for the Recorded Presentation:**

- Once you have your Powerpoint built you will want to record the presentation and post it on YouTube.
- You can record right into Powerpoint, use Screencast-o-matic or any other technique you know. Tutorial videos on both techniques can be found on D2L.
- You can capture just your voice **or** your voice and webcam.
- The entire recorded presentation should be **no longer than 10-12 minutes. Any longer can be difficult to upload to YouTube.**

**What to turn in:**

- YouTube link embed in a discussion thread on the Discussion Board.
- Review at least 5 others' link and provide ONE of them feedback for improvement as well as what you liked about the presentation or what went well.
- Powerpoint in the D2L Dropbox...this would be BEFORE you record the presentation. Do a File → Save As- and name the file with your last name. Again this would be just the PowerPoint with no recording. I can watch the recording via the Discussion Boards.



Review **PowerPoint Checklist** (See below) before and after recording your lectures. This will help you create an effective presentation.

Category	Responsibility
Content	<ul style="list-style-type: none"> <li>○ The information is interesting, important and relevant to the topic</li> <li>○ The information is reliable and factual</li> <li>○ The concepts from the book are well explained and thought out</li> <li>○ The facts are supported by personal or healthcare industry experiences</li> <li>○ There is a clear introduction, body and conclusion</li> <li>○ You met all the requirements of the assignment—see assignment above.</li> </ul>
Organization of the presentation	<ul style="list-style-type: none"> <li>○ The ideas are organized in a logical way</li> <li>○ The information or arguments are easy to understand</li> <li>○ The content and delivery stayed focused and on topic</li> <li>○ The introduction included clear statements and main points</li> <li>○ The body of the presentation contained supportive details about the main points</li> <li>○ There is a strong conclusion</li> </ul>
Visuals and Technology	<ul style="list-style-type: none"> <li>○ Pictures and graphics improves the presentation and reinforces the main points</li> <li>○ Pictures/graphics are creatively placed and not distracting</li> <li>○ Presentation is attractive and the theme is used consistently</li> <li>○ Text is size is easy to read</li> <li>○ Text color and font type are consistent throughout the presentation</li> </ul>
Delivery and Grammar	<ul style="list-style-type: none"> <li>○ The slides contain no spelling or grammatical errors</li> <li>○ You didn't speak to fast or too slow</li> <li>○ Your audio levels are good and consistent throughout the recorded presentation</li> <li>○ You let the slides guide your presentation but do <b>NOT</b> just read from your slides</li> </ul>

