

Power Point Presentation TIPS

Goal: Provide counselors with tools they can use to enhance the educational and career planning experience for students and their parents.

Delivery: Power points are located on GACollege411 under the file at the bottom of the homepage, “Middle and High School Resources”

Materials/Personnel Needed

- Middle school and high school guidance staff/principals are encouraged to attend for parent presentation where and when appropriate
- LCD projector and laptop with internet connection
- PowerPoint presentation via www.GACollege411.org website currently located in the “Middle and High School Educators” file at the bottom of the homepage.
- Explore the multiple supplemental resources you might utilize available from:
 1. GACollege411 site under “Communications” located at the bottom of the home page including the brochures, flyers, bookmarks, posters, checklist and guide books. Order these in plenty of time prior to the scheduled event. Dual enrollment information located on the Georgia DOE web site at http://www.gadoe.org/ci_cta.aspx?PageReq=CICTASeam and GACollege411 under the FINANCIAL AID tab in the “Scholarship” file. *Optional: Allow parents to experience GACollege411 in a computer lab if time allows. Have several assistances in the lab to assist parents with the program.*
 2. “Career Pathway Concept Model” and the “Peach State Pathways Chart” located in the *Educator’s Guide to GACollege411* when appropriate to subject.
 3. Information from the Georgia Department of Labor: “Georgia’s Career Planner” and “Georgia’s HOT Careers” plus other publications located at http://www.dol.state.ga.us/wp/lmi_publications.htm
 4. “Your Complete Guide to Financial Aid in Georgia” can be ordered from the GACollege411 site under “Communications” located at the bottom of the home page. Although GACollege411 should be the student/parent primary source for information, the FinAid web site is an excellent resource as a supplemental source of information at www.finaid.org

Planning Considerations for Parent presentation:

Date and time- Keep your date relevant to the type of workshop you are conducting. Avoid nights that coincide with major entertainment or athletic events, community or PTSA/PTO functions, or those too close to a holiday. Choose a time late enough in the evening (7 pm) to include the widest majority of your working parents but not so late as to discourage parents from attending. Provide babysitting service by utilizing the Early Childhood Education class from the high school if one is available. Consider combining this presentation with another event such as PTSA/PTO.

School approval- Once approval is received, confirm and reconfirm that your program is on the master calendar.

Location and Set-up- The room should be large enough to accommodate the number of attendees you anticipate. If you have decided to offer a hands-on GACollege411 presentation, secure the computer lab and have someone present to assist parents as they manipulate the site (GACollege411 offers brochures “Exploring GACollege411”). If you have good parent participation, you may consider a separate parent workshop for GACollege411. Set the room so parents can see and get handouts efficiently. (Handouts should be in packets, preferably in folders, in the order of your presentation).

Publicity- Publicize, Publicize, Publicize. Get your information to parents early and often. Utilize your PTSA/PTO organization. Mail flyers to parents if funding permits (if report cards are mailed home prior

to meeting date, send a flyer). Advertise on your school website or on the kiosk in the front office if available. Use incentives to get students/parents to attend like “give-aways” from your local businesses.

Format and Handouts- Since your purpose is to disseminate information and the time frame will limit the time for discussion, have enough handouts for **everyone!** An agenda would help parents and provide names, titles, and how parents can reach counselors and administrators. Do not overlap information - make your handouts count! Avoid information overload. Let parents know you understand how overwhelmed they must feel about this amount of information. Reassure them that you will be available by telephone or email to address questions or other needs that may occur as a result of the information received.