

## PowerPoint® for Public Safety™ Hands-On

Improving the presentation of information in 5 areas

### Course

Follow up class to the flagship PowerPoint® for Public Safety™ course. Students apply advanced techniques in 5 areas: Presentation, Organization, Custom Animation, Design, and Multimedia. This course is taught in a hands-on environment using the student's own laptop. Each student chooses which aspects he or she would like to improve. Students present their projects on day 2, and provide copies to their peers. (*Law enforcement sensitive material is excluded, as necessary*)

### Day One

1. **Improving PowerPoint®**
  - a. **Presentation** – improving **Data Presentation** with PowerPoint®
  - b. **Organization** – improving the **Organization of Data**
  - c. **Custom Animation** – improving **Animations and Simulations**
  - d. **Design** – improving the **Design of Slides**
  - e. **Multimedia** – improving the use of: **Images, Audio, and Video**
2. **Hands - on Training**
  - a. Students work in a guided environment on 1 or 2 of the above areas

### Day Two

1. **Hands – on Training**
  - a. Students work in a guided environment on 1 or 2 of the above areas
2. **Student Presentations**
  - a. As the final step of the course students present their materials to the larger group.
  - b. Copies of the final presentations are distributed to the class (when appropriate).

## Thomas M. Manson, MA



Thomas Manson is the owner of Police Technical LLC. He speaks 50 weeks a year at national and international public safety conferences including: **IACP** (International Association of Chiefs of Police), **CALEA** (Commission on Accreditation for Law Enforcement Agencies), **ILEETA** (International Law Enforcement Educators and Trainers Association) and others.

Mr. Manson taught at, and received degrees from: Wichita State University (Master of Arts, 1996) and Indiana State University (Bachelor of Science, 1993). He began his law enforcement career with the United States Border Patrol in South Texas.

Mr. Manson lives in Indiana with his wife and daughter.

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\*Fee includes all expenses: Instructor fees, meals, travel, lodging, and training materials.  
Actual fee may be higher based on training location and numbers of students.

**This course has been presented at:**

**APCO '06, '07, '08**  
Association of Public Safety Communication Officials

**ILEETA '05, '06, '07, '08**  
International Law Enforcement Educators and  
Trainers Association

**TCLEOSE '06, '07, '08 \***  
**Texas Commission on Law Enforcement Officer  
Standards and Education**

**IALEFI '06, '07, '08**  
International Association of Law Enforcement  
Firearms Instructors

**KYDOCJT '07, '08 \***  
**Kentucky Department of Criminal Justice Training**

**CALEA '07, '08**  
Commission on Accreditation for  
Law Enforcement Agencies

**FDLE '08 \***  
**Florida Department of Law Enforcement**

**NLETC '07 \***  
**Nebraska Law Enforcement Training Center**

**OPOTA '07 \***  
**Ohio Peace Officer Training Academy**

**SACOP - IACP '08**  
International Association of Chiefs of Police - SACOP

**SCCJA '07 \***  
**South Carolina Criminal Justice Academy**

**NCJA '08 \***  
**North Carolina Justice Academy**

Denver Police Academy '07

Dallas Police Academy '07

Columbus Police Academy '07

**INIA '07 '08**  
International Narcotic Interdiction Association

**CNOA '07 '08**  
California Narcotic Officers Association

**IACP '07**  
Indiana Association of Chiefs of Police

**OACP '08**  
Ohio Association of Chiefs of Police

**KACP '07**  
Kansas Association of Chiefs of Police

**KLETC '08 \***  
**Kansas Law Enforcement Training Center**

**US Border Patrol '07 \***  
**National Canine Training Facility**

\* Denotes state or federal law enforcement academy