

- 1. Check electronic file
- 2. Replace the font Book Antiqua with Calibri throughout the presentation

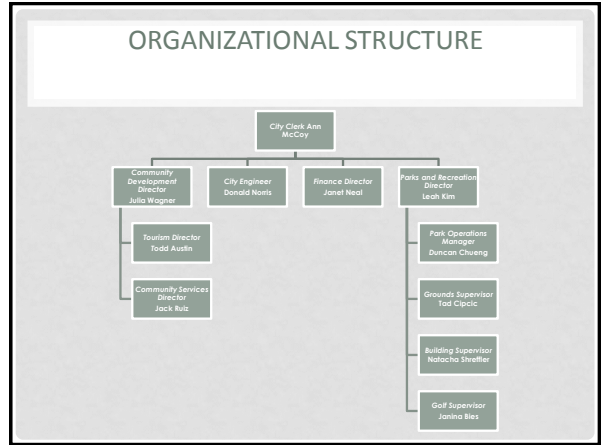
Locate, copy and paste definition for Leadership

CITY CLERK'S OFFICE

LEADERSHIP: THE ABILITY TO GUIDE, DIRECT, OR INFLUENCE PEOPLE

SOURCE: ENCARTA DICTIONARY: ENGLISH (NORTH AMERICA)

Change font to black and font size to 12 for the pasted text



Insert a new slide at the end of the presentation with the title Conflict Resolution

Conflict Resolution

- At first conflict, discuss the conflict directly with the person with whom the conflict has occurred and work toward a solution. Document the conflict and subsequent actions.

Adjust the Character Spacing to Expanded by 2.6 pt for the text Conflict Resolution

Duplicate Slide 1 and move the duplicate slide to the Slide 4 position

Change the Character Spacing on Slide 3 to 3

Copy information from Word and Paste into Slide 3

CONFLICT RESOLUTION TEAM

ANN MCKOY - TEAM LEAD

Change the subtitle on Slide 4 and adjust the Character Spacing to Tight

Insert the file name as the footer on the Notes and Handouts page

