

Presentation Skills incorporating PowerPoint

Duration:

Two days

Objective

This course is designed for individuals who require to make presentations to groups of people using Microsoft PowerPoint and who would like to develop their skills and confidence.

The aim of this course is to enable delegates to create a memorable impact when delivering PowerPoint presentations.

Contents

By the end of this course each delegate will be able to:

Deal with nervousness before making a presentation

Use an effective structure to add impact to the presentation

Prepare a detailed presentation plan

Build interesting and memorable PowerPoint slides by

- applying a style to reflect the tone of the presentation

- using custom animation selectively

- using slide transition selectively

- applying appropriate fonts

- using different styles of bulletpoint

- creating and using text box

- inserting and manipulating shapes

- inserting and manipulating images

- creating a custom background

Demonstrate two of the most powerful communication skills

Encourage audience participation and deal with questions and feedback

Use different visual aids professionally to enhance the impact of the message

Talk positively and with authority

Who should attend

Anyone whose role requires them to professionally deliver presentations or communicate effectively and persuasively. This course will benefit those who are new to PowerPoint or who have limited skills in its use.

Course benefits

Save time in production of PowerPoint presentations

Create more visually interesting presentations

Discover features and shortcuts within the package

Create professional looking slides

Gain new confidence to face an audience and deliver your message

Find out where to source high quality visual material

Additional information

As this course is practically based, delegates will need to have a working familiarity with computers and have a basic understanding of their current operating system.

If you have a current project that you need to create, bring the text and all visual files (logos etc) and the trainer will guide you through the process. There may also be an opportunity to practice the delivery at the end of the course.

Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

Trainers background

The trainer for this course has extensive experience in design and delivery of presentation skills training and has a thorough knowledge in the practical use and capabilities of MS PowerPoint. They have been successfully delivering training to both public and private sector organisations for over twelve years and previously held a number of senior management positions in industry.