



Presenting Powerful Presentations

A practical course designed to give delegates the confidence to make effective presentations that will be remembered. Delegates will work towards doing a presentation on the second day, combining newly learned delivery skills with tips on using PowerPoint in a safe environment with constructive feedback.

Who is the course aimed at? Anyone who has to deliver presentations using PowerPoint.

Pre-requisites - A laptop with PowerPoint installed and previous experience using PowerPoint to a basic level

Course contents

OBJECTIVE SETTING	What are they? How to ensure you deliver them within the presentation
MAKING AN IMPACT	Body language Dress to impress Use of voice/language Being your natural self
PLANNING THE CONTENT	The structure What to include What to leave out
FIRST IMPRESSIONS COUNT	Creating a winning presentation using PowerPoint Capturing your audience's attention Preparing an effective presentation by organising your key points into a coherent story Being prepared - The what, why, who, when, where and how?
BUILDING YOUR PRESENTATION	Planning the content and structure of your presentation Mind mapping Themes Colours Consistency Logos, Images and Resolution size Style checker Guidelines when creating presentations



MEMORABLE PRESENTATIONS

Delivery style
The effective use of visuals aids and resources
Designing high impact slides
Using graphics to simplify complex data
Animation
Slide transition
Clipart, Pictures, Sounds and Movies
Hyperlinks
Viewing the slide show

COMMUNICATION SKILLS

The use of the voice and body
Key elements of interpersonal communication
Audience types, roles played and reactions

HOW TO COMBAT NERVES

Rehearsing

DEALING WITH DIFFICULT QUESTIONS

Preparation
Use of props & handouts
Defer and refer

SUMMARY AND ACTION PLANNING

Printing speaker notes
Printing handouts
The slideshow
Backup plans
Meeting minder
PC set up

*Learn how to make your presentation stick in the minds of your audience, with credibility and clarity in just two days.
Deliver effective presentations with improved personal composure with confidence*

