

Presentation Skills with Microsoft PowerPoint

2 day
Course

'Creating maximum visual impact.'

Business Scenario The focus of any successful presentation is you, the presenter. Well-used visual aids will illustrate your message and help keep your audience interested. This course highlights using PowerPoint as a support tool, while enabling you to focus on presenting with confidence and professionalism.

Pre-requisite Participants must have a working knowledge of MS PowerPoint and are required to bring a PowerPoint presentation of at least six slides.

Who will Benefit? Anyone wanting to build their confidence and skills when designing and delivering PowerPoint presentations. This course also helps participants examine and improve their presentation style.

Course Objectives By the end of the course you will be able to:

- Work with a proven presentation structure
- Use slides for maximum visual impact and clarity
- Understand the advantages & disadvantages of other presentation aids
- Handle questions with confidence
- Choose the right language for their audience
- Deal more confidently with difficult audiences

Course Content

The material

- Using successful information gathering techniques
- Identifying the key points and working a route through the material
- Understanding slide layout, content and special effects

The audience

- Knowing your audience building rapport and keeping the audience on your side
- Working with questions to encourage audience involvement
- How the environment impacts upon group dynamics

The presenter

- Delivering a videoed presentation using PowerPoint
- Receiving structured feedback and analysing delivery techniques using PowerPoint
- Presenting the appropriate image to the audience
- Working with the qualities of your voice
- Using techniques and strategies to build confidence and control nerves
- Creating strong openings and closings

Course Features This is a highly practical course in which you will plan, prepare and deliver two short presentations, which are recorded on video. You will receive individual feedback from your course trainer who will focus on your areas of strength and highlight opportunities for development. You will receive a video copy of your final presentation.