



4D Group

Presentation Skills with PowerPoint

Who would benefit?

This course is for those who need to produce simple presentations using PowerPoint and who needs to captivate the audience to achieve success. A working knowledge of using PCs in a Microsoft Windows environment is required

Objective

This workshop combines the interpersonal skills of structuring and delivering a professional presentation with an introduction to the technical skills in PowerPoint to design the visual aids.

Participants benefit from bringing the design for a 10 minute business presentation.

Content

- Discuss individual's needs.
- Appreciate the basic structure of an effective presentation.
- Design an effective opening.
- Understand professional closings.
- Demonstrate key aspects of body language during delivery.
- The importance of vocal delivery and aspects of voice which can affect the quality of the presentation.
- Use PowerPoint effectively and appreciate the role of the flipchart.
- Produce a basic PowerPoint presentation.
- Select a slide template.
- Dos and Don'ts of layout.
- Using different slide views.
- Use animation to reveal slide content.
- Move, copy, hide and delete slides.
- Control your presentation.

Duration

One day

Pre-requisites

It is assumed anyone attending this course has some experience of using PowerPoint