
COURSE DESCRIPTION

This course combines the perfect balance of theory with practical presentation techniques along with the use of MS PowerPoint over 2 days resulting in a comprehensive training course giving participants the skills required to deliver effective presentations in a clear, concise and confident manner.

COURSE OVERVIEW

This course will help the participant understand presentation techniques and how to effectively use various visual aids including PowerPoint. A practical hands-on approach is taken, allowing participants to practice and deliver their presentations a number of times throughout the 2 days. Two of these sessions will be recorded and feedback will be offered.

In addition to theory and practical presentation techniques you will also learn to use MS PowerPoint effectively - Learn the "do's" and "don'ts" of using PowerPoint as a presentation aid and enhance your presentation skills. You want MS PowerPoint to enhance not distract from your presentation!!!

OBJECTIVES

- Understand the importance of knowing your audience
- Plan an effective presentation
- Overcome nerves
- Beginning and ending a presentation successfully
- Be familiar with a strong presentation structure
- Getting the audience's attention and keeping it
- Establishing audience buy-in and build your credibility
- Properly using your eyes, hands, voice and stance
- Handling Q&A
- Creating a basic PowerPoint presentation to enhance your presentation
- Spice the presentation using graphics / charts etc.
- Dos and Don'ts of PowerPoint
- Delivering an on-screen slide show (Custom Animation etc.)

WHO SHOULD ATTEND

Anyone who would like to improve on their Presentation Skills and use of MS PowerPoint.

COURSE DURATION

2 days

PRE-REQUISITES

Participants should have basic computer skills, e.g. should be familiar with the use of other computer applications such as MS Word.

Please choose a topic that you would like to deliver your presentation on prior to the training course. When choosing your topic, bear in mind that initially you will build your presentation around your chosen topic and deliver it at the end of day one. On day two, you will design a PowerPoint presentation to enhance the presentation you created on day one, and again will deliver the presentation a second time at the end of day two (this time utilising MS PowerPoint).

The duration of your presentation will be approximately 10 minutes.



THE COMPLETE PRESENTATION SKILLS COURSE 2 Day Programme

Course Outline – Day One Presentation Skills - Theory and Practice

INTRODUCTION

- ✓ Introduction to Presentation Skills / Communication
- ✓ The Role of the Presenter
- ✓ Listening Skills
- ✓ Recall and Retention

STAGE ONE - PREPARING THE PRESENTATION

- ✓ Set Realistic Objectives
- ✓ Know your audience
- ✓ Gathering Presentation Content – Mind Mapping
- ✓ Work on Content – The “IT Method”
- ✓ Enhancing Content
- ✓ Presentation Format / Structure

Practical – Define Objectives, gather content and structure and spice your presentation

STAGE TWO - PREPARING YOURSELF

- ✓ Face the Fear
- ✓ Manage your environment
- ✓ Avoid Techno-Terrors
- ✓ Rehearsing
- ✓ Some practical advice

Practical – Deliver your presentation on a 1-1 basis (Run-through)

STAGE THREE - DELIVERING THE PRESENTATION

- ✓ What has the most impact?
- ✓ Body Language & Eye Contact
- ✓ Using your voice
- ✓ Handling Q & A Sessions
- ✓ Dealing with Difficult Audiences
- ✓ Delivery habits to avoid

Practical – Deliver your presentation. This will be recorded and written feedback will be offered. You will have time to evaluate your own performance privately.

Course Outline – Day Two
Presentation Skills – Using Microsoft PowerPoint

Introduction

- ✓ PowerPoint Basics

Working Text Slide Layouts

- ✓ Text placeholders
- ✓ The title slide
- ✓ Creating a new slide
- ✓ The bulleted list slide layout
- ✓ Working with multiple levels of bullets
- ✓ Switching between slides
- ✓ Moving & resizing placeholders / objects

Formatting the Presentation

- ✓ Formatting text
- ✓ Formatting Objects / Placeholders
- ✓ Copying formats
- ✓ Changing the background colour of a slide(s)
- ✓ Working with the slide master
- ✓ Creating a Header / Footer
- ✓ Applying a standard design template

Working with Logos and Clipart

- ✓ Working with logos and images
- ✓ Working with WordArt
- ✓ Working with ClipArt

Working with Charts

- ✓ Creating Charts
- ✓ Formatting chart elements
- ✓ Changing the chart type
- ✓ Working with the chart toolbar
- ✓ Editing a chart

Charts

- ✓ Creating an organisation chart
- ✓ Adding levels to an organisation chart
- ✓ Editing an organisation chart

Drawing Tools

- ✓ Working with drawing tools
- ✓ The FreeForm tool
- ✓ AutoShape tools
- ✓ Grouping / ungrouping objects

Adding the Finishing Touches

- ✓ Working in slide sorter view
- ✓ Creating notes pages
- ✓ Getting images from the Internet
- ✓ Adding Screen Shots to your presentation

Creating a Slide Show

- ✓ Applying Transitions / Slide Timings
- ✓ Working with custom animation
- ✓ Running the slide show
- ✓ Options available when running a show

Other Presentation Output

- ✓ Printing slides
- ✓ Printing handouts
- ✓ Printing notes pages

On the afternoon of the second day, you will be given the opportunity to put your new/enhanced PowerPoint skills into practice by designing a PowerPoint Slide show to enhance the presentation you created on day one.

- ✓ Design a PowerPoint presentation to help re-enforce the main points of your presentation
1-1 assistance will be available to help with any specific queries you might have
- ✓ Rehearse your presentation

Final Practical – Deliver your presentation using MS PowerPoint as Visual Aid to re-enforce the main points of your presentation. This will also be recorded and will be given to you in DVD Format at the end of the training session.