Optimizing the Features of PowerPoint

COURSE DESCRIPTION

In this one-day workshop class participants will examine, discuss and practice the skills necessary to organize and deliver persuasive and influential presentations.

Workshop Topics

Module 1: Design

In this module the learner will appreciate the design elements and concepts. To the extent they will effectively use images, use the visual part of presentation to compliment/support the verbal message, not to complicate it the effectiveness, simplicity the rules related to colour, font, script use. As evaluated by their peers.

Module 2: PowerPoint Features & Benefits

In this module the learner will learn how to use PowerPoint to persuade and influence presentations. Participants will have hands on PowerPoint experience learning the features (images, charts, graphs, presenter view etc) and benefits of how to use PowerPoint to enhance their presentations.

Module 3: Your PowerPoint

In this module the learner will either put together a short presentation using PowerPoint features using the techniques covered in the previous sessions to enhance their presentation.

At the end of this seminar, you will be able to:

- Structure your information in a clear, engaging manner
- Apply simple and effective techniques for designing a presentation
- Learn how the use of visuals can significantly improve the absorption of your message
- Design tips to magnify clarity and create powerful slides
- Organize your slides to make information flow
- Use PowerPoint features and to create persuasive presentations

Our Approach

- We will teach you practical skills that will have an immediate impact on your organization
- You can expect a relaxed and non-threatening learning environment
- Fun activities will reinforce all learnings
- We limit attendance to encourage maximum participation and feedback

Please bring a presentation you have been working, prepared and/or presented on a USB stick to work on during our session.