



PowerPoint™ Live!

Designing & Delivering Powerful Presentations Using Microsoft® PowerPoint 2003™

1 Day Course Description:

Good presentation skills win and keep business and also build and enhance your reputation. How confident are you that your presentations are well received? Sadly the fact remains that many presentations, especially those using PowerPoint, create exactly the opposite effect.

Developed, designed and delivered in collaboration by experts from *The Speaker's Friend Ltd* and focusing on real world presentations, this powerful course will help you look like a seasoned professional, even in the most challenging of situations. We will guide you through the basic "dos" and "don'ts" of presenting using PowerPoint and provide you with easy to use checklists and self-evaluation tools for immediate benefit.

Who should attend?

This course is designed for both novice and experienced speakers who want to learn how to present confidently and effortlessly to an audience utilising Microsoft PowerPoint as a visual aid.

Prerequisites:

No prior knowledge of Microsoft PowerPoint or presenting is required. Prior knowledge of using Windows is desirable.

Course Outline

Objectives:

- To enhance both the ability and confidence of each participant
- To identify the key purposes for any given presentation
- To separate the thinking required for effective preparation from that required for effective delivery
- To understand and experience using PowerPoint as both a development tool and as the major visual aid supporting your presentation
- To be aware of the various styles of speaker notes available and to know how to use them
- To understand the secrets of room layout and how to deal with problems arising during a presentation

By the end of the course candidates will:

- Be able to make better presentations with greater confidence
- Know the eight steps to a successful presentation
- Be able to use PowerPoint as a visual aid to suit both the audience and subject matter
- Understand how to build your reputation by making great and lasting impressions with every presentation
- Have a set of tools, checklists and guides which will be ready to use from day one
- Appreciate the vital role they play as presenter and how to hold their audience's attention

Learning approach:

As appropriate, learners will be offered opportunities to practice their presentation skills to develop skills and to build their confidence. Learners are encouraged to bring examples of presentations to the workshops.

At the end of the course each learner will be presented with a course completion certificate.

We can also provide bespoke training which can be tailored to your specific company requirements.