



## Presenting Powerful Presentations

A practical course designed to give delegates the confidence to make effective presentations that will be remembered. Delegates will work towards doing a presentation on the second day, combining newly learned delivery skills with tips on using PowerPoint in a safe environment with constructive feedback.

**Who is the course aimed at?** Anyone who has to deliver presentations using PowerPoint.

**Pre-requisites** - A laptop with PowerPoint installed and previous experience using PowerPoint to a basic level

## Course contents

<b>OBJECTIVE SETTING</b>	What are they? How to ensure you deliver them within the presentation
<b>MAKING AN IMPACT</b>	Body language Dress to impress Use of voice/language Being your natural self
<b>PLANNING THE CONTENT</b>	The structure What to include What to leave out
<b>FIRST IMPRESSIONS COUNT</b>	Creating a winning presentation using PowerPoint Capturing your audience's attention Preparing an effective presentation by organising your key points into a coherent story Being prepared - The what, why, who, when, where and how?
<b>BUILDING YOUR PRESENTATION</b>	Planning the content and structure of your presentation Mind mapping Themes Colours Consistency Logos, Images and Resolution size Style checker Guidelines when creating presentations



## **MEMORABLE PRESENTATIONS**

Delivery style  
The effective use of visual aids and resources  
Designing high impact slides  
Using graphics to simplify complex data  
Animation  
Slide transition  
Clipart, Pictures, Sounds and Movies  
Hyperlinks  
Viewing the slide show

## **COMMUNICATION SKILLS**

The use of the voice and body  
Key elements of interpersonal communication  
Audience types, roles played and reactions

## **HOW TO COMBAT NERVES**

Rehearsing

## **DEALING WITH DIFFICULT QUESTIONS**

Preparation  
Use of props & handouts  
Defer and refer

## **SUMMARY AND ACTION PLANNING**

Printing speaker notes  
Printing handouts  
The slideshow  
Backup plans  
Meeting minder  
PC set up

*Learn how to make your presentation stick in the minds of your audience, with credibility and clarity in just two days. Deliver effective presentations with improved personal composure with confidence*