



KJ TRAINING

Presenting with PowerPoint

What do I need?

The desire to plan, prepare and deliver powerful presentations.

How long is the course?

2 Days

Who should attend?

Learners who wish to develop professional presentations in PowerPoint, and present them to a group with confidence and impact.

Lesson 1: Define the objective of your presentation

Lesson 2: Presentation Guidelines

Message preparation

- Structure & substance
- Brainstorming
- Organisational methods
- Communicating with graphics – static & dynamic Information Audience
- Know your audience
- Adapt your message delivery
- Communication styles & strategies
- Attention-getting techniques
- Using your voice
- Time constraints
- Question & answer session setting
- Know your venue
- Know your equipment

Lesson 3: Glossophobia

Getting over stage fright

Lesson 4: Technology & visual aids

Pros & cons

Getting the best out of them

Lesson 5: Microsoft PowerPoint

Slide layout and design

Font, bullets and graphics

Animations and other movement in PowerPoint

Using templates and masters

Creating custom shows

Navigating and linking within PowerPoint

PowerPoint on the go

Effective handouts and notes

PowerPoint delivery tools