

Advanced PowerPoint and Presentation Skills

2 Days

This course will enable you to:

- Plan An Effective Presentation
- Deliver A Professional Presentation

Course Objectives:

- Produce professional presentations rapidly and with greater confidence
- Deliver effective presentations professionally
- Overcome nerves, negative feelings and pre-presentation anxiety
- Focus attention on the key issues and tailor your message to suit your audience
- Encourage audience interaction with effective question techniques
- Use PowerPoint to create a slide show using builds and special effects
- Apply design techniques to enhance the visual impact of your presentations
- Enhance your presentation with graphs, charts and multimedia features

Course Overview:

This two-day course is designed to equip delegates with the skills to design and deliver presentations tailored to meet the needs of an audience.

Delegates will be given the opportunity to practice their skills in a supportive environment. Presentations will be recorded on video and used as a tool to aid learning and reinforce good practice.

Course Profile

Presentation Skills

- The importance of non-verbal communication
- Establishing eye contact with your audience
- Develop rapport with your audience
- Projecting your voice - speaking with authority and confidence
- Using positive, appropriate and jargon free language
- Modeling successful presenters using NLP techniques

Speaking Confidently

- *Preparing yourself prior to speaking with relaxation techniques*
- *Using breathing techniques to ease anxiety and nerves during your presentation*
- *Future pacing your presentation*

Effective Presentations

- *The aims & objectives of presentations*
- *Factors that makes a successful presentation*
- *Practicing your delivery and timing*

Advanced PowerPoint Techniques

- *a presentation into an existing slide show*
- *Navigating around a presentation*
- *Using the Slide Summary*
- *Adding Action Buttons and Hyperlinks*
- *Using Design Templates*
- *Modifying Master Slides*
- *Adding animated graphics, multimedia including video clips and sound*
- *Working with graphs and organisational charts*
- *Customising colour schemes*
- *Adding animation to your slide show*
- *Creating presenter notes & handouts*