

Use PowerPoint to deliver powerful presentations

Introduction

- The importance of a Good Presentation
- Presentation Planning

Pre Presentation Preparation

- Presentation Review
- Meeting the Needs of the Customers & understanding the customer
- Presentation Essentials

Create engaging visuals

- Formatting Rules
- Colour Schemes
- The Presentation Content
- Ending/Summarising

Fun Stuff

- Clips from DVD's
- Youtube clips

Essentials for the Presenter

- Knowing your Subject
- Knowing your Audience
- Checking the Venue
- Being Prepared
- Handling the Unexpected

Final Presentations

- Rehearsing Timings
- Checking the Content
- Delivering the Presentation
- Presentation Review

** Course content can be modified to suit your organisation*

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