



4D Training

## Presentation Skills with PowerPoint

### Who would benefit?

This course is for those who need to produce simple presentations using PowerPoint and who needs to captivate the audience to achieve success. A working knowledge of using PCs in a Microsoft Windows environment is required

### Objective

This workshop combines the interpersonal skills of structuring and delivering a professional presentation with an introduction to the technical skills in PowerPoint to design the visual aids.

Participants benefit from bringing the design for a 10 minute business presentation.

### Content

- Discuss individual's needs.
- Appreciate the basic structure of an effective presentation.
- Design an effective opening.
- Understand professional closings.
- Demonstrate key aspects of body language during delivery.
- The importance of vocal delivery and aspects of voice which can affect the quality of the presentation.
- Use PowerPoint effectively and appreciate the role of the flipchart.
- Produce a basic PowerPoint presentation.
- Select a slide template.
- Dos and Don'ts of layout.
- Using different slide views.
- Use animation to reveal slide content.
- Move, copy, hide and delete slides.
- Control your presentation.

### Duration

One day

### Pre-requisites

It is assumed anyone attending this course has some experience of using PowerPoint