

## Presenting with PowerPoint

To enable all delegates to **deliver professional presentations using PowerPoint.**

### *Objectives*

Understand How it feels to be "In the Deep End"

Understand Presentation Essential

Understand the Essentials for the Presenter

Appreciate the Essentials for the Presenter

Understand the importance of the Presenter's Appearance

Understand the importance of using Additional Presentation Aids

Participate in Question & Answer Sessions

Finalise Presentations

### *Audience*

This course is designed for **any presenter, potential presenter who needs to gain more confidence whilst delivering effective electronic presentations.**

**A basic knowledge of PowerPoint is required.**

### *Duration*

This is **two- day Presenting with PowerPoint** course. The course starts at **09:30** and runs until **16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you.**

### *Locations*

Our **Presenting with PowerPoint** course can be run at **our training venue near Liverpool Street (London)** or any preferred location in the **UK or Europe.**

## Presenting with PowerPoint Course Outline

### Introduction

The importance of a Good Presentation  
Presentation Planning

### In the Deep End

First Presentations  
Presentation Review  
Meeting the Needs of the Customers &  
understanding the customer

### Presentation Essential

Considerations  
Formatting Rules  
Colour Schemes  
The Presentation Content  
Ending/Summarising

### Essentials for the Presenter

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

### The Presenter

Coping with Nerves  
Understanding Body Language  
Tips & Tricks  
Keeping your Audience Interested

### The Presenters Appearance

How to Look & Feel Good  
Some Tips & Tricks

### Additional Presentation Aids

Presenter Notes  
Flip chart & Pens  
Whiteboards

### Question & Answer Sessions

Controlling the Session(s)  
Closing the Session(s)  
Handling Follow Ups

### Final Presentations

Rehearsing Timings  
Checking Timings  
Delivering the presentation  
Presentation Review