

Creating High Impact presentations

"As usual an excellent day at Media Training – I'm looking forward to booking the next course."

Manager, John Lewis plc

Description	This course is designed for those giving presentations with PowerPoint but who have been primarily limited to text slides, bullet points or clip art. The course demonstrates how Microsoft PowerPoint can be used to produce slides with powerful visual impact and covers how to remain centre stage when delivering a presentation to create real impact with the audience.
Requirements	Course participants should bring with them a PowerPoint presentation previously given or one that is currently being prepared.
Duration	One day.
Cost	This course is available as individual tuition or a private company course only. £495 plus VAT for individual tuition. Two trainees: £605 plus VAT. Three trainees: £825 plus VAT. Four trainees: £935 plus VAT. Five trainees: £1,025 plus VAT. The cost includes course notes, six months telephone Helpline support, a certificate and lunch.

Introduction

- Designing slides with impact
- Planning slides around your audience's needs
- Colour theory and how to make it work for you
- Limiting text
- Adding digital photos and scanned images
- Creating your own picture gallery
- Highlighting key points: hints and tips and good practice
- Using a macro to perform routine tasks

Delivering a professional presentation using PowerPoint

- Staying in control and planning ahead
- How and when to rehearse
- Setting up equipment on the day
- Preparing for and managing equipment malfunction
- Ten tips to keep the audience interested
- Using a remote mouse

Different styles of presenting

- Presenting to small and large groups
- Team presentations

What to give away

- Preparing backup slides to support answers to questions
- Handouts – what to prepare and how to use them

Making a presentation

Participants will have several opportunities to present during the day to refine both the slides in their presentations and their delivery style

Questions and answers