CREATING EFFECTIVE PRESENTATIONS

SYLLABUS

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1.2 The PowerPoint Screen

1.3 Understanding Settings

1.4 Exiting PowerPoint

Section 2. WORKING WITH PRESENTATIONS

2.1 Opening An Existing Presentation

2.2 Navigating A Presentation

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2.5 Navigating Task Panes

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Section 10. CONCLUSION

10.1 Clear structure

10.1.1 How to improve your presentation goals

10.1.2 Great beginnings and powerful endings with a clear presentation structure

10.1.3 Correct use of supporting slides

10.2 Strong delivery

10.2.1 How to break down any fear you may have, so your confidence can get to work

10.2.2 How to engage and build rapport with the audience

10.2.3 More enthusiasm in your presentation delivery and clarity to your approach

10.2.4 More focus, logic and organisation of your content.

10.3 Aligned with your Company Brand

10.3.1 How to present in line with your company brand

10.3.2 Eye contact, body language and posture that complement your natural style

10.3.3 Anchoring your body to control your nerves

10.3.4 Key elements of a compelling voice

10.3.5 Powerful language

10.3.6 Tapping into needs and emotions

10.3.7 Using metaphors and stories