



Unleash the Powers of Microsoft PowerPoint™ to Create Memorable and Impactful Presentations 1 Day

Develop slides and handouts that will be meaningful and provide added value to your audience

Now more than ever effective presentation and public speaking skills are essential to ensure that you engage and connect with your audience and get your message heard.

HOW YOU WILL BENEFIT

In this 1-day workshop you'll learn how to make information come alive and to deliver dynamic, persuasive presentations with ease. Learn how to plan, prepare, design and deliver powerful Microsoft PowerPoint™ presentations to enlighten your audience and not overwhelm them.

After the workshop, you will be able to:

1. Increase the impact you have on your audience by creating rich, engaging and informative presentations.
2. Identify when information needs to be "cut" and what's essential to your presentation.
3. Successfully edit your presentations to avoid "bullet overload" and the use of unnecessary text
4. Make effective use of visual aids to enhance your presentation.

WORKSHOP DESCRIPTION

Part 1: Plan & Prepare and Effective Presentation

- Identify the purpose of the presentation
- Establish objectives by starting with the end in mind
- Research and understand your audience
- Identify and outline the content, define and support major points
- Eliminate a majority of your slides while increasing audience comprehension
- Enlighten your audience through the art of storytelling

Part 2: Organize & Design a Meaningful Presentation

- Learn how the use of visuals can significantly improve the absorption of your message
- Design tips to magnify clarity and create powerful slides
- Use animation wisely so that it does not annoy the audience
- Use graphics and photographs to increase the impact of text in a presentation
- Incorporate various motivational and attention-building techniques
- Create handouts that support your Microsoft PowerPoint™ slides

- Analyze your visuals: Your perspective versus the audience's perspective
- Make information flow

Part 3: Present & Deliver a Dynamic Presentation

- Captivate your audience BEFORE you open your mouth, creating a great first impression
- Synchronize your speaking with builds and transitions

ATTEND THIS WORKSHOP IF YOU...

- Wish to acquire a basic knowledge of Microsoft PowerPoint™ and want to create truly engaging, compelling and impactful presentations.
- Want to learn specific techniques that presenters should observe and use Microsoft PowerPoint™ as a tool to complement your spoken presentations.

HOW TO REGISTER

To register, call **(613) 727-7729**
Or email training@algonquincollege.com

Dates: **October 13, 2009**
December 8, 2009
8:30 a.m. to 4:00 p.m.

Fee: **\$350** (plus GST) for 1-day program

Location: 340 Albert Street, 11th Floor
Constitution Square, Ottawa

*Check-in, coffee and muffins start at 8:00 a.m.
Afternoon refreshment provided.*

*Participants receive an Algonquin College Statement of Achievement. Group size is limited to 20.
On-site delivery of this workshop is available.*

Sue Faubert teaches computer productivity applications, office productivity and presentation skills. As a computer applications trainer Sue discovered that what people wanted most was to make their computer training relevant in their day-to-day work. Using her experience in training people on Microsoft Office™ applications, CRM and other computer software, Sue developed workshops to help people do just that—to unleash the real power that software productivity suites have to offer.