

# Giving an Effective Presentation enliven your presentation and your PowerPoint materials

**Hands-on course of 2 days - 14h**

**Ref.: PRE - Price 2024: CHF1 550 (excl. taxes)**

This course will enable you to increase the impact of your presentations with effective, well-organized materials and animation and get the most out of PowerPoint.

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Increase the impact of presentations

Get the most out of PowerPoint

Write clear, memorable messages

Structure your oral presentation and method of speaking

## HANDS-ON WORK

Very hands-on training with many exercises in workshop form.

## THE PROGRAMME

last updated: 06/2024

### 1) Prepare your presentation

- Define the purpose and intended audience, the goal to achieve.
- Contexts: Presenting financial reports, a product, a company, etc.
- Contexts: Open-house day, training, etc.
- Build your script.
- Structure the information.
- Presentation materials.

*Exercise* : Based on a text, identify key messages and create the outline of the PowerPoint presentation.

### 2) Write clear, effective messages

- Structure the information.
- Build your plan.
- Convey clear messages.
- Choose short, dynamic, fitting words.

*Exercise* : Based on a chosen plan, write clear, effective messages.

### 3) Know how to present your slides

- Leave space around text.
- Use essential PowerPoint functions.
- Balance the various elements of the slide: Title, keywords, diagrams.
- What layout, formatting, punctuation, and fonts to use.
- Pitfalls to avoid

*Exercise* : Create a PP layout. Give it a look, a breezy feel, and make it fun to explore the presentation.

### 4) Illustrate and highlight key messages

- Use and promote your style guide.

## PARTICIPANTS

Anyone who designs and produces oral presentations with visual materials.

## PREREQUISITES

Have a minimum understanding of PowerPoint's features.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- Enliven the presentation: Create a “script”
- Highlight your results, arguments, and ideas.
- Illustrate with a diagram, image, video, sound, graphic, chart, etc.
- Ensure that the message and illustrations are a good fit.

*Exercise : Each participant designs their own messages, then lays out and enhances their PowerPoint presentation.*

#### 5) Prepare to speak

- Handle stress and stage fright.
- Tips to be more effective.

*Exercise : Relaxation, breathing, and centring exercises.*

#### 6) Get comfortable with your oral presentation

- Structure your oral presentation and method of speaking
- Stay in control of your presentation: Mistakes to avoid.
- Develop conviction: Choose strong words, stay positive.
- Encourage listening and thinking.

*Exercise : Role-playing for the presentation given.*

#### 7) Adapt your presentation to restrictions

- Know how to manage time and unforeseen events.
- Know how to adapt to different audiences.

*Exercise : Personalized treatment of problems encountered by participants. Revealing the tips and secrets of experienced speakers.*

## DATES

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### REMOTE CLASS

2025 : 24 Mar, 26 Jun, 25 Sep, 04 Dec