

Course duration

- 1 day

Course Benefits

- Learn how to properly prepare a business presentation.
- Learn how to improve your presentation style and delivery.
- Learn best practices in PowerPoint design, structure, and format.

Course Outline

1. Presentation Preparation
 1. Who is in the Audience
 2. What Your Audience Wants
 3. Your Goals from the Presentation
 4. What You Want Them to Do
 5. Situational Understanding
 6. Personal Strengths and Weaknesses
2. PowerPoint Presentation Design
 1. Fonts
 2. Graphics
 3. Text
 4. Automation
 5. Environmental Considerations
 6. Picking a Template
3. Building the Presentation
 1. High-level Presentation Structure
 2. Introduction Slide
 3. Body Types
 4. Conclusion / Call to Action
 5. Back Slide Strategies
4. Giving Virtual Presentations
 1. If New to Virtual Presentations
 2. Things Going Against You
 3. Ideas to Help Things Run Smoothly
 4. Maximize Your Personal Energy
5. Presentation Delivery
 1. Practice, Practice, Practice
 2. Just Before Your Presentation
 3. When Entering the Room
 4. Watching Your Audience

5. Watching Yourself
6. Engaging Your Audience
7. Types of Challenging Situations
8. Questions and Answers
9. Gadgets: Effective-Presenter Collection
10. Gadgets: Contingency Collection

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.