

# Delivering powerpoint presentations

Two Days



You know how to prepare slides. You've got the facts Now, how do you make it stimulating?

We do not teach the technical aspects of PowerPoint. We help you design a total presentation, that may include PowerPoint slides

## Why are so many presentations deadly dull?

- What makes a great presentation?
- How can you make your talk interesting and memorable without being a comedian?
- The 10 most common mistakes and how to avoid them

## Looking confident

- Where should you stand when using slides?
- How to add movement and variety – without doing a dance routine
- How to look cool and calm when you feel nervous

## Grabbing people's attention

- The 5 classic openings to get people thinking (no jokes required)
- When should you speak and when should you stay silent?
- How to use pauses and inflections to add variety
- Making *your* personal style more effective – individual tips for you

## Cutting the waffle

- How many slides should you have for a 30 or 60 minute presentation?
- The golden rule for choosing what to cut and what to keep
- How to use examples and anecdotes to make facts relevant to the audience
- How to bring 'dry' information sessions to life by including a *theme*

## Structuring your talk

- What's wrong with using a report structure in a presentation?
- How to restructure a written report as an oral presentation
- How to make bureaucratic language memorable, while still being professional



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## Creating memorable slides

- How many words per line? How many lines per slide?
- When should you include charts, cartoons and diagrams?
- Summarising text as points, using alliteration and repetition

## The Client Survey Presentation – a case study

The trainer delivers and presents the results from a hypothetical Client Survey. Participants have the chance to critique the presentation and suggest improvements. Later in the course we deliver the same information using the techniques from the course to make it more interesting.

This is a great way for participants to see the difference the techniques make.

## Crowd control

- The 3 step technique for responding to tricky questions
- How to handle questions when you don't know the answer
- How to get a discussion back on track

## Preparing for disasters

- How to prepare an alternative presentation that doesn't need slides
- When should you decide to change to your alternative talk?
- The proven way to cope with 'going blank' (so the audience never knows)

## Extras techniques

- How to use light probes effectively
- When and how to use icebreakers



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