

Workshop Outline

Presenting with PowerPoint

Overview and Objectives

The purpose of the half-day session is to help people to create and deliver presentations which are professionally produced and provide maximum impact for the audience.

Good use of presentation software tools to assist you as a speaker can help to increase the listeners' understanding and receptiveness. This course will reinforce this and highlight ways in which PowerPoint can be used to create presentations which are easier to deliver, as well as show some pitfalls and common mistakes to avoid.

Examples of good and bad slides and methods of presenting will be used to demonstrate how these may affect the viewer's perception.

Who should attend?

This course is intended for users of PowerPoint (or similar software) who produce and present slideshows on a regular basis, and will have a good working knowledge of the capabilities of the software. While several specific functions of the software will be referred to, this session will not explain how these are used in any detail – it is focussed on the “why” rather than the “how”.

Some of the topics covered in this workshop

- Why use software for presentations?
(Group discussion to be used as a reference point during the rest of the session)
- Demonstration of bad practices to contrast against good technique
- Using images, diagrams and charts to replace written descriptions
- 'Building' a slide or diagram to aid clarity; using animation (and when to avoid it)
- Visual “cues” provided by colour and movement
- Using software to best effect when delivering a professional presentation
- Getting the message across using effective body language and gestures