

# Deliver Persuasive Presentations with Ease Using PowerPoint



## Course outline

Provided by: Performance Management Consultants – PMC Training

<b>Reference no.</b>	144-26
<b>Duration</b>	1.00 day(s)   6:00 hours <sup>1</sup>
<b>Website link</b>	<a href="https://pmctraining.com/training/deliver-persuasive-presentations-with-ease-using-powerpoint/">https://pmctraining.com/training/deliver-persuasive-presentations-with-ease-using-powerpoint/</a>

### ***Effectively Plan, Prepare and Design Powerful Presentations to Enlighten Your Audience***

In this one-day workshop class participants will examine, discuss and practice the skills necessary to organize and deliver persuasive and influential presentations. The course teaches three areas of presentation skills:

- the components of organizing a presentation
- the interpersonal components of delivering a presentation
- the technical components of several visual media

You will learn practical skills that will have an immediate impact on your organization. You can expect a relaxed and non-threatening learning environment, with fun activities to reinforce learning. And we limit class size to encourage maximum participation and feedback.

### **Learning outcomes**

#### **By the end of this workshop, you will be able to:**

- Effectively plan, prepare, organize and design powerful presentations to enlighten your audience and not overwhelm them
- Structure your information in a clear, engaging manner
- Apply simple and effective techniques for designing a presentation
- Learn how the use of visuals can significantly improve the absorption of your message
- Design tips to magnify clarity and create powerful slides
- Organize your slides to make information flow
- Use PowerPoint features and to create persuasive presentations

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<sup>1</sup> The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

## Workshop topics

### **Planning and Organizing**

In this module you will learn to properly plan and organize your presentation, and be knowledgeable about your audience and how the audience processes information.

### **Pulling the Ideas Together**

In this module you will learn to use mind mapping techniques to brainstorm topics for the presentation, and put on paper all of the ideas you would like to incorporate in your presentation.

### **Opening and Closing**

In this module you will learn to plan the opening and closing of your presentation.

### **Design**

In this module you will learn to appreciate design elements and concepts. Learn to effectively use images, and use the visual part of the presentation to compliment/support the verbal message, not to complicate its effectiveness; learn the rules related to colour, font, and script use.

### **Creating Storyboards**

In this module you will build your story from elements identified in the mind map. You will lay out your full presentation with each slide topic and supporting visuals identified, as evaluated by a partner.

### **Hands On PowerPoint**

In this module you will put together a short presentation using PowerPoint features and the techniques covered in this session to enhance your presentation.

## Prerequisites

There are no prerequisites for this course.

## Who should attend this course?

Anyone who is required to deliver presentations and wants to improve their impact and effectiveness using PowerPoint.