

## PowerPoint Presentation Skills

Have you heard the term "death by PowerPoint?" It refers to tedious presentations using overloaded slides and inadequate presentation skills. It's a sure-fire way to lose the attention of any audience. There are even people who advocate the abolition of PowerPoint, calling it a distraction from true communication. We disagree. After having given thousands of successful presentations, we have the tricks and techniques to ensure it remains a tool to enhance your message and to achieve your goals.

NOTE: This is not a software training course on PowerPoint. It is a presentations skills course on how to integrate PowerPoint. Participants need not have any prior knowledge of the software OR they may already consider themselves as experts. Either way, this course will help ensure best usage.

Topics include:

- Understanding the elements of presenting: why present? What are the objectives?
- Understanding your audience
- The role of PowerPoint in a presentation
- Design issues - successful slide design tips
- Different slide types for different information types
- How to present factual information
- How to present numerical information
- How to present concepts and esoteric information
- Transitions and effects: Less is more
- Backgrounds and color schemes
- Setting up to present. Tricks to maximise attention and buy-in
- Pacing
- Using speaker's notes
- Advancing to any slide any time
- A word on the use of laser pointers
- You, the presenter
- Room dynamics and lighting
- Setup and run-through tips
- Dealing with openings
- Do you have enough slides or too many?
- Taking audience questions
- Appearing smooth and comfortable
- Handout material tips
- Presentation closure

No matter what the topic of the presentation, success comes down to a balance between information and entertainment. Not songs and jokes, but a seamless show that never distracts an audience but instead focuses the attention onto your message.