



The Complete Presenter™: Mastering PowerPoint & Visual Aids

This is a 1-day follow-up programme open only to graduates of the *Dare To Speak™* Public Speaking Programme.

Course Objective

Graduates of *Dare To Speak™* would have acquired the basic presentation skills. This programme takes the participants a step further, teaching them to effectively employ visual aids in their presentations. The currently most popular visual aid is PowerPoint slides, which is the main focus of this course. At the end of the programme, participants will be able to handle several types of visual aids, and also have a great PowerPoint presentation that they can use immediately.

Course Methodology

Same as for *Dare To Speak™* with lots of hands-on practice. To make the best use of available class time, participants are requested to bring a prepared PowerPoint presentation. The presentation can be one that they deliver often or will deliver in the near future, and it will be improved on during the course. The number of participants is limited to 10.

Course Syllabus & Timetable

Time	Module & Activity
9.00-10.45 a.m.	<u>Module 1: Taking a Plunge with PowerPoint</u> - Each participant delivers his/her PowerPoint presentation (prepared beforehand) - Evaluation after each presentation (on the slides and the delivery)
10.45-11.00 a.m.	<i>Tea Break</i>
11.00 a.m.-12.45 p.m.	<u>Module 2: Learning PowerPoint Principles</u> - How to craft effective PowerPoint slides - How to present powerfully with PowerPoint - Participants make changes to their earlier slides
12.45-1.45 p.m.	<i>Lunch</i>
1.45-3.15 p.m.	<u>Module 3: Achieving PowerPoint Perfection (Almost!)</u> - Each participant delivers his/her improved PowerPoint presentation with improved style - Evaluation after each presentation
3.15-3.30 p.m.	<i>Tea Break</i>
3.30-5.00 p.m.	<u>Module 4: Using Other Visual Aids</u> - How to handle other types of visual aids – whiteboard, flip chart, etc. - Practice with a simple presentation

Course Requisites

This programme is open to graduates of *Dare To Speak*[™] only. Participants need to bring their own notebook computer and thumbdrive, and a prepared PowerPoint presentation. The presentation can be one that they deliver often, or will deliver in the near future. However, it will be necessary to condense the presentation to 10 minutes if it is lengthy.

Note: Participants are assumed to be familiar with the PowerPoint software. This course does not teach participants how to operate the software.

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