

Present with Flair and Confidence

SOA: Business Presentation Delivery

Description

This course sets out advanced knowledge relating to planning and designing presentations. This is to ensure that the presentation is crafted to appeal to the intended audience.

Learners will also acquire the skills needed to produce attractive and high impact presentations using the advanced features in a presentation application. Learners will then be taught the finer points in engaging with the audience and deliver the presentation in a professional, clear and effective manner.

Who is this Course For?

This training is relevant to all staff who are required to acquire advanced presentation concepts and be able to plan and produce effective and high-quality presentations using the advanced features of a presentation application.

It is also relevant to all staff that are required to deliver presentations in an enticing and clear manner.

Course Objectives

By the end of this course, learners will be able to:

- Identify and gather information on target audience.
- Create and modify templates and slide master.
- Integrate advanced presentation features to enhance a presentation.
- Deliver presentation in accordance with relevant strategies and delivery methods.

Course Duration

17 Hours

Course Reference No.

TGS-2022017518

Mode of Training

Classroom

Funding Validity

Till 18 Dec 2026

Full Fee \$450

(Subject to 9% GST)

Pricing	Funding	Nett Fee (After GST)
SME OR SINGAPOREAN AGE 40 AND ABOVE	70%	\$175.50
NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR	50%	\$265.50
Subsidies available: SFC, SFEC, UTAP & PSEA		

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.



Course Content

Learning Unit 1: Presentation Planning

- Identify audience demographics and environment considerations
- Understand design, content and layout considerations to facilitate planning of presentation to suit target audience

Learning Unit 2: Create A Presentation

- Create presentation from Word outline to facilitate target audience's understanding of key concepts and ideas
- Create presentation from other presentation to facilitate target audience's understanding of key concepts and ideas
- Export a presentation to other formats
- Linking and embedding content between Microsoft applications

Learning Unit 3: Apply and Modify Themes and Slide Masters

- Apply pre-set Themes
- Modify Theme colour scheme and background
- Edit Slide Master
- Modify background colour and graphics
- Create new Slide Master and Slide Layout

Learning Unit 4: Use and Format Graphical Objects

- Insert and format shapes
- Insert and format pictures and images
- Handle graphical objects

Learning Unit 5: Use and Format Charts and Diagrams

- Insert pre-set charts and combination charts
- Edit chart formatting
- Insert and format SmartArt objects

Learning Unit 6: Multimedia and Animations

- Insert online videos
- Insert and manage videos and sounds
- Create audio and screen recordings
- Apply and modify animations
- Apply and modify slide transitions

Learning Unit 7: Finish and Deliver A Presentation

- Presentation delivery considerations
- Identify and select presentation strategies and methods using the AIDA 4 step method of delivery
- Methods to engage with audience
- Identify strategic points during presentation delivery to summarise key concepts
- Identify strategic points during presentation delivery to obtain feedback from audience
- Custom shows
- Apply slide show settings

