

COURSE DURATION

24 hours

COURSE SYNOPSIS

This course sets out advanced knowledge and abilities relating to planning and designing impactful presentations tailored to the needs of the intended audience. Learners will also acquire the skills needed to produce attractive and informative 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.

COURSE OBJECTIVES

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

- Identify objectives and target audience and apply design principles and communication techniques to script presentations
- Create and link contents of presentation to external sources
- Create and modify masters and templates in accordance with organisational guidelines
- Create and format visualisations to enhance audience understanding of contents
- Insert and format multimedia objects and animations to facilitate presentations
- Review and re-organise presentation to ensure information address audience needs and enhance future presentations
- Apply best practice on engaging audience needs by presenting tailored agenda with presentation collaterals
- Provide opportunities for audience clarifications and questions

TARGET AUDIENCE (OPERATIONAL, SUPERVISORY & MANAGERIAL)

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.

ASSUMED SKILLS

- Learners must be able to read, write, speak and listen to English at secondary school level
- Learners to have minimum GCE 'O' level or ITE certificate education
- Learner should have at least 1 year's working experience in any industry.
- Learners must be able to operate a personal computer, use keyboard and mouse. Learners are expected to be able to use PowerPoint at basic level.

TRAINING METHODOLOGIES

Lectures, demonstration and hands-on activities designed to provide practical experiences with skills being taught.

COURSE CONTENT

Learning Unit 1: Presentation Planning

- Identify objectives of presentation
- Identify target audience
- Plan content, design and script presentation

Learning Unit 2: Creating A Presentation

- Create a presentation from Word outline
- Create a presentation from other presentations
- Linking and embedding between applications

Learning Unit 3: Apply Themes and Masters

- Apply pre-set Themes
- Modify Themes
- Apply and modify Slide Masters
- Customise slide layouts
- Save template and Themes

Learning Unit 4: Advanced Visualisations

- Choose images, picture and shape contents
- Visualise data using custom charts
- Visualise concepts using SmartArt
- Modify and format visual contents

Learning Unit 5: Using Multimedia and Animations

- Use audio and video clips
- Apply and customise animations to objects
- Apply and customise transitions to slides

Learning Unit 6: Manage and Deliver Presentations

- Delivery considerations
- Custom show
- Export content for users
- Manage presentation settings
- Deliver a presentation
- Time for questions and clarifications