JAMES COOK INSTITUTE

DIGITAL & IT

BASIC

Workplace Productivity with Presentations

SOA: Technical Presentation

Description

This course aims to equip learners with the knowledge and abilities to plan, design and script presentations that fulfil defined objectives and meet the information needs of the target audience.

Learners will be able to use presentation tools to display information in text, graphical and chart forms. Learners will be able to apply techniques to engage with the audience to deliver their messages across effectively and persuasively.

Who is this Course For?

This training is relevant to any persons who need to understand fundamental presentation concepts and need to be able to effectively use presentation tools to plan, create and deliver attractive and impactful presentations.

Course Objectives

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

- Identify presentation objectives and target audience, plan and script presentation with appropriate design principles and communication techniques.
- Create presentations using appropriate presentation type and communication tools in accordance with organizational guidelines.
- Identify best practices to engage with and modify the final presentation to suit the needs of the target audience.

Course Duration

17 Hours

Course Reference No.

TPG-2023038086

Mode of Training

Classroom

Funding Validity

Till 04 May 2027

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.

Visit our Website

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Course Content

Learning Unit 1: Presentation planning

- What are the objectives of the presentation?
- Who are the target audience?
- Identify design principles to tailor presentation content to different audiences
- Apply communication techniques to script content of a presentation

Learning Unit 2: Creating a compelling presentation

- Types of presentation and communication tools
- Presentation basics and organise information in topics
- Insert text content
- Create table
- Table operations
- Manipulate table
- Images, picture and shape contents
- Modify visual contents
- Insert organisation charts
- Data visualisation with charts
- Format slides

Learning Unit 3: Deliver impactful presentation

- Animation and transition effects
- Presentation notes
- Check content for errors
- Identify best practices to engage with the audience
- Modify content to suit target audience
- Start a presentation
- Print tailored presentation for different audiences

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