

# Technical Presentation Skills

**Duration: 1 day**

'Death by PowerPoint' may be an expression you have heard of, and may have experienced. This is not to say that using PowerPoint is wrong, or should be stopped. It just that over time we have all developed techniques that are easy to do, which has become a sort of standard and as they are used over and over again they can end up boring the audience. This advanced workshop helps delegates to use a wide variety of different ways to generate interesting design concepts and to display thoughts, theories, work, ideas, data and anything else. The course looks at different methods of putting excitement and passion into your delivery through the clever and prudent use of technology that owes more of its origins to broadcast media rather than corporate best practice. The end result is an experience you will be proud of and your audience will want to repeat.

Using practical examples and contextualising for the delegate's individual requirements, the workshop builds from the basics of presentation creation into a toolset of charisma inducing techniques from proven professional presenters.

## Who should attend this course?

Competent presenters who need to develop a professional, confident and creative approach to making business, training and conference presentations that takes the art to a new level through the use of intelligent technology. This insightful approach is particularly beneficial for individuals who feel they want to move from the bullet and list methodology into new areas of discovery.

## Course Objectives

Upon completion of this course participants will be able to:

- Plan a presentation using broadcast media techniques
- Understand the options available for delivery
- Push the boundaries of PowerPoint to create a new type of presentation
- Use accelerated learning techniques as part of their delivery
- Consider the needs and expectations of the audience
- Understand how graphics, photographs and single message streams will make a memorable presentation
- Add to the standard key elements of successful presentations that will give the delivery more depth
- Use the technology as a platform for a more impressive stage presence
- Make their presentations much more interesting whilst increasing their self confidence, self image and self esteem

## Course Outline

### Death by PowerPoint

- The problems with presentations
- Why blame PowerPoint?
- Common mistakes
- The things we want and need to change

### **Fighting death by PowerPoint**

- Lessons from research
- Significance
- Simplicity
- Structure
- Rehearsal

### **Ways to plan creatively**

- Back to first principals
- Then quickly add interest, energy and colour
- Storyboarding
- What is possible – how far can we push the envelope

### **PowerPoint plus**

- Pictures
- Photo albums
- Smart-art
- Charts and graphs
- Hyperlinks
- Movies
- Music
- Animation
- Image manipulation
- Custom animation

### **Developer Mode**

- YouTube
- Media Player
- Shockwave
- Macros
- Visual Basic

### **Alternative Presentation Media**

- Web based
- Hyperlink flow
- PowerPoint's cousins

### **Tricks and Tips from the Experts**

- Understanding the value of rehearsing
- Creating charisma
- Beginnings and endings