

OrganizeU



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ORGPM-300

Organizing and Giving Powerful Presentations – Media

½-day

Overview

Don't let the ineffective use of media undermine the effectiveness of your presentation. This course is designed for participants who make important presentations and need to realize the pitfalls of poor media usage.

You Will Learn How To...

- √ Develop presentations with technology to increase impact, create understanding and sustain audience interest
- √ Understand appropriate audio-visual aids and handouts that create impact
- √ Identify and avoid potential problems in using technical equipment during the presentation

You Should Attend If You...

- √ Want to improve your presentation style with impact and flair
- √ Are an executive, manager or professional who makes occasional or regular presentations that are not receiving good feedback
- √ Are a new presenter who wants to know the basics of media

Program Content

Creating Flip Charts

- √ Create in advance
- √ Produce “on-the-fly”
- √ Plan
- √ Use the right marker
- √ Post flip chart pages
- √ Utilize best practices

Using Whiteboards and Chalkboards

- √ Use the right marker
- √ Writing large
- √ Lighting
- √ Erase
- √ Best practices
- √ use

Determining use of Handouts

- √ Layout
- √ Having enough
- √ Distribute

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- √ Best practices

Employing PowerPoint

- √ Templates
- √ 6x6 slide content rule
- √ 2x6 projection rule
- √ Font sizes
- √ Slide content
- √ Graphics
- √ Animation
- √ Transitions
- √ Using a remote mouse
- √ Blackout key
- √ USB memory “sticks”
- √ Sizing your image on the screen
- √ Making a graceful exit
- √ Best practices.

Complementary Courses

ORGPC100 – Organizing and Giving Powerful Presentations – Comprehensive

Increases your skills and confidence by learning essential techniques geared specifically for presenters.

ORGPP300 – Organizing and Giving Powerful Presentations - Practical

Receive constructive, personalized analysis to improve and upgrade your presentation skills.

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