
Powerpoint, Good to Great

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Why

No one wants Death by PowerPoint. Use PowerPoint effectively and well, to create slides that support your presentation and add impact. Learn to design attractive, clear slides that reflect professionalism.

How

- Benchmark current levels of PowerPoint tool use
- What makes a slide set “good?”
 - Analyze real-life examples, good and bad
- Explore PowerPoint features – which ones to ignore, which ones to use – and how to use them
- Create a good slide set
 - Work on a current set of slides
 - Work with company templates and corporate identity
 - Peer feedback

Exercises include:

- Analyze slide sets
- Create or modify slide sets
- Peer feedback

This workshop has 3 parts:

- A preliminary set of interviews with personnel by telephone
- The training sessions
 - 50% interactive practice with feedback
 - 30% personalized work to improve specific skills
 - 20% peer sharing
- Three months of individual follow-up

Classic format: 1 day with a group of 6 – 8

Results

- Better familiarity with PowerPoint features and how to use them effectively
- Better slide design
- Attractive slide templates that meet corporate identity specifications

For more information, contact mickey.farrance@gmail.com

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