

Succeed in an effective presentation and boost your presentation and your PowerPoint materials



EP-73 2 Days (14 Hours)



Description

This course will show you how to strengthen the impact of your presentations through effective and well-organized supports and animations. It will also show you how to get the most out of PowerPoint, the essential tool for preparing your meetings.

Who is this training for ?

For whom

Anyone who designs and delivers oral presentations with visual supports.

Prerequisites

Aucune

Training objectives

- Strengthen the impact of different presentations Getting the Most Out of PowerPoint Write clear and impactful messages Structuring your oral presentation and speaking

Training program

Préparer sa présentation

- Define the objective and the target audience, the goal to achieve.
- Contexts: presentation of results, a product, the company.
- Contexts: hosting open days, training.
- Building your scenario.
- Structuring the information.
- Presentation materials.
- Exercise: From a text, identification of the main messages and construction of the skeleton of the PowerPoint presentation.

Rédiger des messages clairs et efficaces

- Structure the information.
- Build your plan.
- Make the messages clear.
- Choose accurate, short, dynamic words.
- Exercise: Based on a chosen plan, write clear and effective messages.

Savoir présenter ses diapositives

- Air your text.
- Use the essential functions of Powerpoint.
- Balance the different elements of the slide: title, keywords, diagrams.
- The layout, format, punctuation, typography to adopt.
- The pitfalls to avoid.
- Exercise: Develop a PP layout .
- Give appearance, lightness and create pleasure in discovering the presentation.

Illustrer et valoriser les messages essentiels

- Use and promote your graphic charter.
- Energize the presentation: develop a "scenario".
- Put your results, arguments and ideas into images.
- Illustrate with a diagram, an image, a video, a sound, a graph, curves.
- Check the adequacy between messages and illustrations.
- Exercise : Each participant designs their messages, layouts and energizes their PowerPoint presentation.

Se préparer à l'oral

- Manage your stress and stage fright in public.
- Some tips to perform better.
- Exercise: Relaxation, breathing exercises and performing exercises 'anchors'.

Piloter sa présentation orale avec aisance

- Structuring your oral presentation and speaking.
- Remain in control of your presentation: mistakes to avoid.
- Develop your strength of conviction: choose words strong, stay positive.
- Stimulate listening and reflection.
- Exercise: Scenario on the presentation made.

Adapter sa présentation aux contraintes

- Know how to manage time and unforeseen events.
- Know how to adapt to different audiences.
- Exercise: Personalized treatment of problems encountered by participants.
- Revealing the tricks and secrets of speakers.