**Course Description:**
Improve your presentation skills to better communicate your message. This course will cover basic techniques and delivery tips to enhance a presentation. Course is 50% discussion and 50% hands-on activities.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** To learn techniques and available tools to create and deliver effective presentations.

**Upon successful completion of this course, students will be able to:**
- Understand how to identify the audience
- Understand presentation structure
- Create effective visuals
- Understand presentation delivery techniques

**Prerequisite:** Experience with PowerPoint (non-version specific)

| Course Topics | |
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| **Presentation Structure**<br>• Identify your audience<br>• Define presentation purpose<br>• Know your subject<br>• Use a "hook"<br>• Create a story<br><br>**Presentation Visuals**<br>• Use appropriate font styles and size<br>• Incorporate charts and tables<br>• Integrate multimedia and graphics<br>• Verify spelling and grammar | **Presentation Handouts**<br>• Prepare note pages<br><br>**Presentation and Delivery**<br>• Practice the presentation<br>• Communicate through body language<br>• Manage questions<br><br>**The Physical Environment** |