



LET'S TRAIN PROFESSIONALS BETTER!

How to develop Powerpoint sheets

TARGET GROUP	Professionals who give a presentation
ENTRY LEVEL	First experience with PowerPoint
DURATION	1 day
PARTICIPANTS	Maximum 8
TRAINERS	AquaDactics trainers

INTRODUCTION Professionals present their ideas to a smaller or bigger audience. An oral presentation may be more touching if accompanied by pictures, slides or movies. How can you avoid a "dead by PowerPoint", "what is the goal of your PowerPoint". This training will focus on a situation of knowledge exchange in a group of 15-25 people. After attending this training, your presentations improve by adding a powerful PowerPoint.

- CONTENT** Topics covered in this course:
- Basics of communication (target group / audience / circumstances)
 - oral (classroom) presentation
 - preparation of a presentation
 - basics of PowerPoint
 - good and bad examples of PowerPoint sheets
 - practices

OUTCOME After successfully completing this course you can better perform a presentation for different target groups in various occasions.

COURSE MATERIAL Hand-outs of the presentations.

TRAINING APPROACH In addition to classroom presentations, innovative and activating teaching methods are demonstrated during this course. These include discussions, practical exercises, demonstrations and giving a presentation.