

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 powerfull PowerPoint.
CONTENT	Topics covered in this course: <ul style="list-style-type: none">• 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.