



Formation MS Office PowerPoint - Professional techniques of presentations in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 458

Goal : Learn to present effectively the content of presentations and slideshow, to manage the public and to avoid the classic IT and human traps.

Audience : Anyone who has to make frequently presentations in public.

Prerequisites : Already know how to create and use simple slideshows from existing templates and have good experience of creating slideshows.

Goals :

- Introduction
- The contexts
- The 3 assumptions of presentations
- The 4P method
- The P.R.O. attitude
- The planification
- The communication styles
- The construction of the storyboard
- The 3 arguments tree technique
- Anticipation and preparation
- The choice of level of detail
- The distribution of information
- What the audience will retain
- Managing the audience behaviour
- Critics and self-critics
- Training Conclusion

Pedagogical method : This training is based on the support developed by the trainer and some others medias choosed by the trainer.

Suggested duration for presentiel training (days) : 1

Suggested duration for on-line training (days) : 1.2

Daily price in face-to-face : 375 CHF

Daily price in remote : 180 CHF

Daily price in remote for students : [contact](#) us (only if student card!)

Daily price in remote (with recording) : 1875 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Tags : techniques of presentation, professionnal presentations, 4p methode, pro method, tipps and tricks.

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