



# How to improve your competency in Presentation using MS Power Point

## Course Overview :

This practical, hands-on program helps people relatively new to the corporate world understand how to prepare professional and effective presentations and how to present clearly, concisely, confidently and with purpose.

## Prerequisites :

Participants attending this training must be familiar with the basic operations in Microsoft MS-PowerPoint.

## Course Duration and Structure :

This is an intensive one -day (8 Hours) Hand -on class room contact course with a practical approach to the basic and advanced features of Microsoft PowerPoint.

## PROGRAM OBJECTIVES:

- œ Getting focus and deciding the objective and outcomes required from the meeting or presentation
- œ Secrets for delivery success - learn what every great presenter knows
- œ Proven techniques for managing nerves and making a positive first impression, no matter who is in the audience
- œ Building rapport and answering questions with confidence and credibility
- œ Golden dos and five red-hot do not for writing effective PowerPoint® slides
- œ Our objective is to teach you the skills and techniques which will give you both the confidence and competence to enjoy making PowerPoint presentations.

## Benefits of Attending :

- Well-structured meetings and presentations that are logical, concise and easy to follow
- Flexible communication style tailored to suit different audiences' needs and expectations
- Presentations delivered with confidence, organisation and control
- Transformed ability to effectively manage questions and questioners
- Skills to write and deliver professional presentations which achieve positive results
- Increased credibility as a presenter and therefore stronger internal and external business relationships

## Who should Attend :

This program can benefit anyone who presents; a trainer, a meeting facilitator, speaker, or seminar discussion leader. No matter which role you are assuming, this workshop will help you become more efficient and proficient with the skills of providing information to others.

## Facilitator : Mr. Yogesh

EXPERIENCED EDUCATOR & TRAINER

...dedicated to guiding professionals to succeed while inspiring an insatiable passion for learning

Visionary Person and dedicated Educator with a Master's Degree coupled with 10 years' experience instructing hundreds of professionals at various levels and cadres implementing effective programs for IT courses. Background includes seven years of Engineering College Lecturing and corporate Training.

## TRAINING PROGRAMME FEE :

**Rs. 3500/-per participant + 18% GST.**

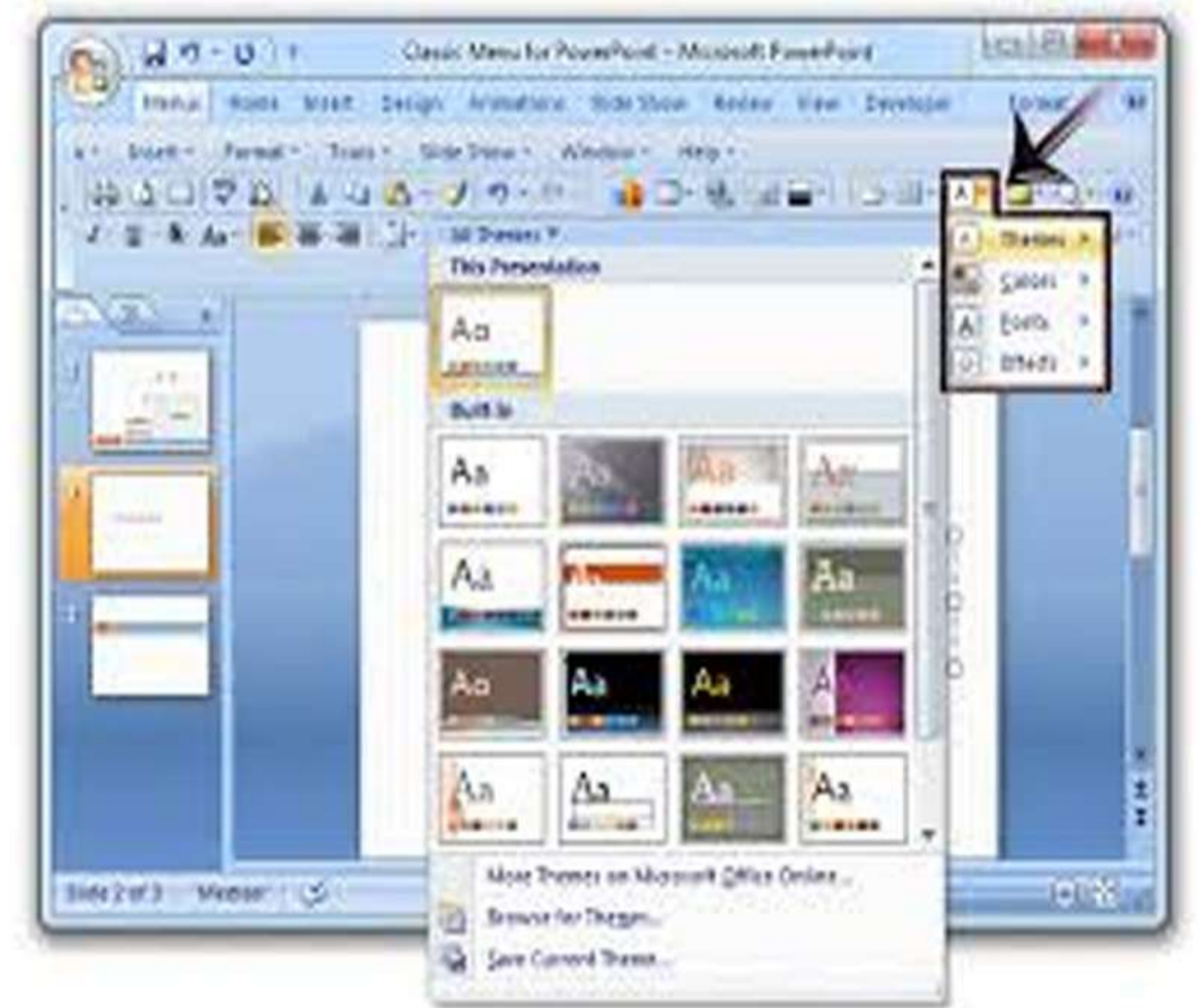
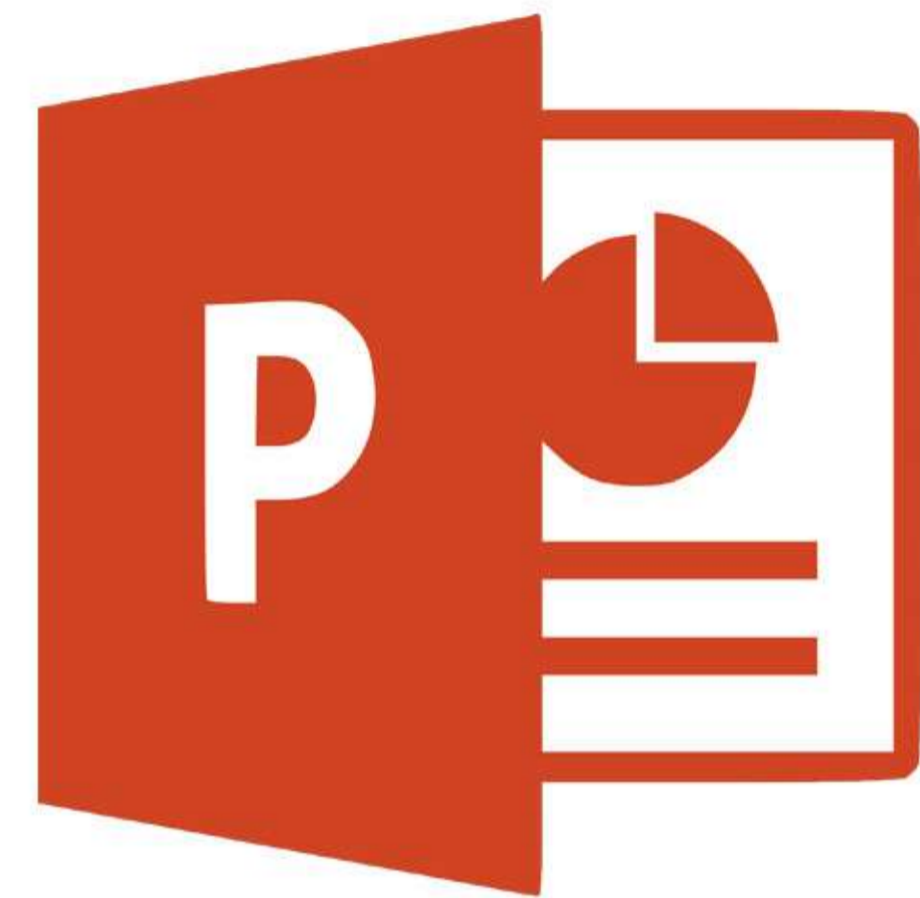
**GSTIN : 33AFKPG7543M1Z5 SAC CODE : 999293 (Commercial Training and Coaching Services)**

**It Covers course Material, grand buffet Veg. Lunch & refreshment**

**Cheque / DD drawn in favour of "Maxwell Centre for Industrial Training and Development".**

## COURSE CONTENTS:

- Getting Started with PowerPoint
- Building your presentation content
- Designing Presentations
- Using Tables, Charts, and SmartArt
- Adding Graphics and Multimedia to Your Presentation
- Laying out slide elements
- Creating custom slide shows
- Rehearsing your presentation
- Presenting online



## Date and Time:

19th April 2019  
Friday  
9:00 am - 5 pm



## Venue:

JP Hotel Chennai  
Jawaharlal Nehru Rd, Koyambedu  
Chennai-600 107.

## For registration contact:

U. Mahalakshmi, Training Coordinator

New no.12, Old no. 35, V.P. Akilan Street, M.G.R. Nagar, Chennai-78.

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