



Powerful PowerPoint

How to get people to sit up and take notice

Workshop Overview

With the wealth of information people are required to absorb in today's workplace, you must focus on design and delivery to create a presentation that has impact and engages your audience.

This workshop will show you how to use PowerPoint with confidence to design and create a presentation that HAS impact - people WILL sit up and take notice. It covers techniques on how to structure your presentation, how to transition from bullet point slides to slides with powerful messages, how to maintain engagement and how to deliver your presentation effectively.

If you want to create a more professional image when you present and with a PowerPoint presentation that has impact, this workshop is a must.

What you'll learn

- The strengths and weaknesses of PowerPoint
- How to use PowerPoint in a way that is congruent with adult learning styles
- How to transition beyond bullet points
- How to structure a presentation for maximum impact using the tools provided
- Practical techniques to enhance engagement when delivering a PowerPoint presentation
- How to create a more professional image when presenting

What the workshop includes

- A resource workbook
- Subscription to Email Smart's Tip of the Week
- 12 months free email support

How the workshop is delivered

The workshop is delivered in 3 hours as an interactive presentation style workshop.

In-house workshops can be organised for groups of 6 or more people. Public workshops are scheduled on a regular basis.

What does it cost?

In-house programs:

- \$207.00 + GST per person for the first 10 people
- \$50.00 + GST for additional participants up to a maximum of 20 people

Public Workshops:

- Per person pricing \$227.00 + GST
- Early bird bookings and group discounts are available

Presenter

Jani Murphy is the director of Jani Murphy Pty Ltd and Principal of Email Smart. She is a leading expert in e-communications, productivity and information management. Over the last 20 years she has helped thousands of people improve their productivity through the more effective use of e-communication and information management tools.

Her clients appreciate her very direct approach to their e-communication issues. Her seminars and workshops are very practical and outcomes-focused.

Register

For in-house programs contact Jani on 0438 699 153 or email jani@emailsmart.com.au. Register for public programs online at www.emailsmart.com.au.