



PRESENTATION SKILLS

Duration: 20 hours

Prerequisites: Familiar with Word and PowerPoint

Learning Objectives

On successful completion, learners will be able to:

- Organize and deliver a talk
- Develop effective speaking skills
- Understand the structure of digital media and communication
- Design a personal digital approach to their unique professional situation
- Use technology to generate and process ideas
- Convert ideas into appropriate verbal and digital mediaforms
- Work competently with a variety of formats
- Construct professional print materials and media presentations
- Use media form speaker notes
- Deliver a presentation with confidence and enthusiasm

Topics:

Effective Speaking – Using adult learning principles, students will gain knowledge of public speaking techniques. Students will practice their skills and receive evaluative feedback.

MS Word – Students will review the basic functions that apply to PowerPoint: – setup, layout, spelling & grammar checks, cut & paste, viewing, saving, formatting, layout, and printing.

PowerPoint – Construct a basic on-screen slide show presentation using images, colour, text, graphics, and pictures. Images can be used to inform, educate, promote, and entertain. Create speaker notes into audience handouts and adapt your presentation to overhead transparencies.

Evaluation

Students will have the opportunity to deliver their final presentation in front of an audience - invited family and friends - on the final evening of the course. Certificates will be awarded at this time. Nine classes must be attended in order to receive certification.