

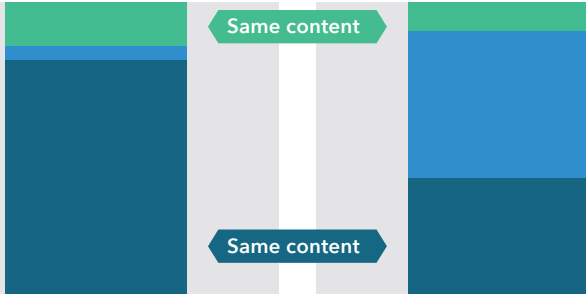




## 4 complementary workshops

from building to delivering high-impact presentations

	1	2	3	4
	<b>Mastering PowerPoint</b>	<b>Creating effective slides</b>	<b>Developing effective business presentations</b>	<b>Presenting like a PRO</b>
Length (hours)	3.5	3.5	7-8	3.5
# of virtual sessions	1	1	1*, 2 ou 4	1
Target customers	 <p>Professionals who are not comfortable with PowerPoint. They make little use of the software's potential and waste a lot of time.</p>	<p>Professionals who are asked to create effective slides, but who do not have to think about the objective, the desired impact or the structure of the presentation since this work is done by their manager.</p>	<p>Professionals of all hierarchical levels who must both define the objective, the desired impact and the story to be told... as well as creating effective slides to bring this story to life.</p>	<p>Professionals of all hierarchical levels who must frequently lead meetings or deliver content to internal or external audiences. This workshop emphasizes the challenges inherent to virtual meetings.</p>
Focus	<p>Using PowerPoint effectively</p> <p>Structuring your ideas and content</p> <p>Creating effective slides</p> <p>Delivering content verbally</p>			
Hands-on exercises	 <p>Several short exercises to practice many of the PowerPoint features covered in the workshop</p>	<p>Rework one of your own slides in PowerPoint and present the «slide makeover» to the other participants</p>	<p>Exercise to better understand and choose to best «building blocks» to create impactful introductions + Workshop #2 exercise</p>	<p>Each participant is assigned to a team of 3-4 people who will deliver a presentation provided by PrezExpert</p>
Maximum # of participants	12	13	13	12

\* This workshop can be delivered face-to-face in a full day in your office