

4 complementary workshops

from building to delivering high-impact presentations

	1	2	3	4
	Mastering PowerPoint	Creating effective slides	Developing effective business presentations	Presenting like a PRO
Length (hours)	3.5	3.5	7-8	3.5
# of virtual sessions	1	1	1*, 2 or 4	1
Typical learners' profile	Professionals who are not comfortable with PowerPoint and make little use of the software's potential. The workshop will boost their confidence and help them to save precious time.	Professionals who create short presentations (2-5 slides) and want to maximize the impact of their slides while saving time. This workshop will teach them how to make slides that are easier to process, to understand and to remember... but does not address structure or storytelling principles.	Professionals of all levels who must lead meetings, craft compelling stories and create effective slides to bring their stories to life. This exhaustive workshop teaches a thorough process which will help them to structure their ideas and to build presentations from scratch.	Professionals of all levels who must frequently lead meetings or deliver content to diverse audiences. This workshop explores the attributes of the voice and provides effective tactics to keep audiences engaged in virtual, face-to-face or hybrid meetings.
Focus	<ul style="list-style-type: none"> Using PowerPoint effectively Structuring your ideas and content Creating effective slides Delivering content verbally 			
Hands-on exercises	Several short exercises to practice many of the PowerPoint features covered in the workshop.	Rework one of your own slides in PowerPoint and present the «slide makeover» to the other participants.	Exercise to better understand and choose the best «building blocks» to create impactful introductions. + Workshop #2 exercise.	Each participant is assigned to a team of 3-4 people who will deliver a presentation provided by PrezExpert.
Maximum # of participants	12	13	13	12



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