

Presentations: Presenting with PowerPoint

演讲: 使用 PPT 进行演示

目标与内容 Objectives and Content

This unique course combines both the skills of PowerPoint and Presentations in 1-day. This course will introduce you to concepts to use PPT to your advantage and to prepare not only great presentations but present it with confidence.

参加对象 Target Group

- Managers required to give presentations with impact.
- Training managers required to prepare materials for workshops.
- 需要进行让人印象深刻的演讲的管理人员。
- 需要为培训准备材料的培训经理。

大纲 Outline

Enhance current PPT capability	提高当前的 PPT 应用能力
Use technology to your advantage	善用技术优势
Learn to prepare great hand outs and use PowerPoint as professional presenter.	学会准备一份好的讲义，掌握 PPT 使用方法，成为一名专业的演讲者
Planning your presentation	为演讲制定计划
Prepare your message	准备信息内容
Improve your message for your audience	完善向听众呈现的信息内容

培训顾问: Alistair McArthur

日期: 2017 年 3 月 24 日

2017 年 8 月 10 日 (9:00-17:00)

会员: 1800 元; 非会员: 2000 元

价格包括会务, 资料费, 午餐费。

语言: 英语

Trainer: Alistair McArthur

Schedule: Mar. 24, 2017

Aug. 10, 2017 (9am-5pm)

Price: Members 1800 RMB; Non-members 2000 RMB

Fee includes lectures, course materials and lunch.

Language: English