



deltamedia

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Powerful Presentation Skills

Full-Day Agenda

09:00-09:15	Introduction, course outline and participants' expectations
09:15-10:15	First steps Step 1: Defining objectives Step 2: Designing a close Step 3: Creating an opening Step 4: Outlining the body
10:15-10:30	BREAK
10:30-10:45	Exercise I: Preparing First Presentation
10:45-11:30	Exercise II: First Presentation
11:30-12:00	Review and evaluation
12:00-13:00	LUNCH (catered upon request)
13:00-13:30	Review and evaluation
13:30-14:15	Final steps Step 5: Adding spice Step 6: Visual aids Step 7: Tailoring to audience Step 8: Creating "cheat sheets"
14:15-14:30	BREAK
14:30-14:45	Exercise III: Preparing Second Presentation
14:45-15:15	Exercise IV: Second Presentation
15:15-16:00	Review and evaluation
16:00-16:30	Step 9: Rehearsing
16:30-17:00	Q & A, evaluation