

WHY TAKE THIS TRAINING COURSE?

We have seen good presentations, like a Steve Jobs product launch or a TED talk or on YouTube, however we rarely get excited about the idea of a business presentation. The presentations we choose to listen to have drastically different features such as beautiful slide designs, speaker tonality changes, memorable start & endings, innovative data demonstration and interactive tools.

Today, very few use PowerPoint to its full potential. Fewer still have a firm grasp of the public speaking skills that can breathe life into presentations, allowing them to be delivered with style and confidence.

Did you know? There is even a built in PowerPoint feature "Presentation coach" which uses artificial intelligence (AI) to give speaker feedback

To become a great presenter, you need to master both the use of PowerPoint visual aids and its latest features, as well as in speaking so that others will listen!

To help participants achieve this, EuroCham is proud to launch 2020 with its latest course on **PowerPoint Design and Public Speaking**.

On this unique and practical course, developed specifically for the Cambodian market, you will learn how to master PowerPoint from our expert trainer and certified Microsoft Office Trainer. You'll have the opportunity to practice your PowerPoint designs and public speaking, all while networking and interacting with like-minded individuals in a friendly learning environment.

These images demonstrate what you will learn to create.

Participants will also receive the PowerPoint recipe book with PowerPoint enhancement objects including 600+ recolourable icons, an amazing "type in slideshow mode text box" and assistant shapes for full screen images.

COURSE SPECIFICS:

- **This Training Course has limited seating (14 spaces) and is based on a first-come-first-serve basis. Advance payment is recommended to book your spot. This course will be conducted in English.**
- **Class Size:** 15 students per class max. to enhance personal attention

ABOUT COURSE

This 3-Day, 24-hour Training Course is designed as follows:

Day 1: Mastering PowerPoint Visual Aids

Day 2: Designing your PowerPoint Presentations Break 1-week

Day 3: Delivering the perfect PowerPoint presentation & Public Speaking

POWERPOINT

- Full screen image hacks
- Data - Which charts?
- Finding the right image
- Killer shortcuts (Shift F5)
- Insert & edit videos
- Lightning fast arranging
- Turn bullet lists into diagrams in 3 clicks

PRESENTING SKILLS




- How to structure talks
- Watch captivating talks & analyse what makes them captivating
- Learn how to speak so others will listen
- Dealing with stage fright
- Impact of voice & tone
- Increasing confidence

COURSE EXTRAS

- 2 practice presentations assessed in many ways
- Videos of your talks
- Type during a slideshow
- Before speech Checklist
- Take home WowerPoint recipe book with 600+ icons, chart recipes, full screen image hacks.

TRAINING COURSE SYLLABUS BREAKDOWN / DAY 1

Session 1.1 –The PowerPoint Environment

SLIDE GOALS	USING SMARTART	CLEAN, COLOURED ICONS	SHORTCUTS	DATA & CHARTS
How to make people wow before you even start speaking!	Convert bullet lists into beautiful diagrams in 3 clicks	  	Alignment tricks you'd wished you knew years ago!	When the focus is data, how to wow!
How to kick off with a wow	Create multi picture layouts fast	650 for free when you join the course	Keyboard/mouse shortcuts	Which visualisation for what data
The science behind audience remembering	PowerPoint's little-known built in diagram tool	PowerPoint treats these like shapes, recolour or resize no pixilation	Speed up tricks with text & shapes	Why you many times don't need a chart

Session 1.2 – Images & text

USING IMAGES	FULL SCREEN IMAGES	USING SHAPES & TEXT	SLIDE SURGERY	RECAP DAY 1
How to compress large files	Crop & resize perfectly	How much text to have & what size	Tricks to edit multiple slides in one go	Review key points
Picture editing tools within PowerPoint	Graphic design tricks to have readable text over images	Shapes vs text boxes vs placeholders	Quickly fix pictures & shapes out of proportion	Feedback discussed on day
Google image tools you've never seen before	The amazing eyedropper tool	Secrets of pasting between PowerPoint files	Exploring PowerPoint's viewing options	What the following day entails

DAY 2 AGENDA

Session 2.1 - First Presentations

START OFF	SLIDE SURGERY	REVIEW TIME	FIRST PRESENTATION	FEEDBACK GIVEN
Icebreaker game where students have mini-talks	Tricks to edit multiple slides in one go	Each student gets a chance to amend slides	5 minute presentations from each participant	Personal reflection from presenter
Recap game on PowerPoint	Quickly fix pictures & shapes out of proportion	Facilitator & assistant give 1-1 support	Premade before course started	Other participants & facilitator feedback
Introduce day 2	Exploring PowerPoint's viewing options	Understand the importance of the final checks	Looking out for slides & emphasis	Take home video & feedback form broken by section

Session 2.2 - Getting your talk ready

STRUCTURING PRESENTATIONS	STRUCTURE DIAGRAMS	VOICE & TONALITY	DEALING WITH STAGE FRIGHT	RECAP DAY 2
Why structure is important	Why you should never start in PowerPoint	Why voice awareness is important	Tricks to edit multiple slides in one go	Review key points
What is important in your start & your end	How to make structure diagrams	Exercise with saying in different tones	Quickly fix pictures & shapes out of proportion	Feedback discussed on day
How many key sections should you have?	How to use PowerPoint's sections tool	Keep an ear out for the crucial factor	Exploring PowerPoint's viewing options	Introduce Petcha Kutcha and the final day (slides move automatically)

DAY 3

Session 3.1 - Final presentations

START OFF	PRE-PRESENTATION CHECKLIST	REVIEW TIME	FINAL PRESENTATION & FEEDBACK	FEEDBACK GIVEN
Icebreaker game	Getting in the mode of presenting	Time to amend talks & slides	Petcha Kutcha style presentations	Personal reflection from presenter
Recap game on day 2	Key things to check before you get on stage	Facilitator & assistant give 1-1 support on all	Reflection from speaker, others & trainer	Other participants & facilitator feedback
Introduce final day	How to use the freely provided tool	Last chance to get ready	Looking out for tone, slides & structure	Video & feedback form broken by section

Session 3.2 Final Power Pointers

VIDEO & ANIMATIONS	HOW TO SEND THE SLIDES	MEMORABLE POINTS	SLIDESHOW TRICKS	RECAP OF FULL COURSE
Basic animations & which to use	See how visual slides aren't reading docs	Watch inspirational talks	The power of a black screen when talking	What do students enjoy
Editing video within PowerPoint	Understand the dangers in combining the two	Learn how speaker decides what the audience should recall	Navigating slides & slideshow mode	Review of everything covered
When to avoid video & animations	Learn a method to create something to send	Learn the importance of storytelling	Demo from computer outside PPT	Twist ending from the speaker

Concepts throughout

95% BIZ TALKS ARE DEEMED BORING	GET A SLIDE RECIPE BOOK	GAMIFICATION ELEMENT
We teach a drastically new style	Type live in slideshow mode	Participants split into 2 teams
Images replacing words	Checklists, icons, docs	Points allocated throughout course
Storytelling and structure	Tools for full screen image & video effects	Prize at end for winning team (USB full of useful content)

Our sessions are focused on effective PowerPoint set up, design and delivery. At the completion of the course, you will receive a certificate from EuroCham for your achievement.

Pre-work: Each student should have a 5-minute PPT presentation ready (can be a corporate presentation, previous work that can be shared with other participants).

Equipment: As this is an interactive hands-on course, participants should bring their laptop with at least Office 2013 installed, as well as their laptop charger.

WHO IS THIS COURSE FOR?

- Applicable to anyone who uses PowerPoint regularly and wants to improve
- Applicable to anyone who delivers presentations (internal or external) on a semi-regular basis
- This could be...
 - Business Owners
 - Senior Managers and Directors
 - Sales Executives
 - Communications Staff
 - Public Relations Staff
 - Project Managers
 - Development / NGO professionals who have to represent their organisations / organisation results
 - Consultants / Advisory Professionals

ABOUT THE TRAINER:

A Certified Microsoft Office Trainer | Chartered Accountant | Data Scientist

Our trainer co-organises Nerd Night, a presentation night with 100+ attendees every two or so weeks and has a YouTube channel with 250+ daily views on PowerPoint, Excel & Power BI tricks that is even shared by Microsoft Creators's channel. He has worked with over 100 organisations and conducted training for over 1500 people, spanning over Cambodia, UK and Vietnam. He is a certified chartered accountant with the ICAEW from Deloitte London. He co-chairs the London Financial modellers group, the data residents Cambodia group and Cambodia's official PowerBI & Excel user group and he is a regular public speaker at many of these events.

TRAINING FEE:

Free Lunch & Coffee Breaks

Limited Seating. Make your reservations today!

**FOR MORE INFO:
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