Creating engaging Presentations with MS PowerPoint

Date	Friday 21 & Wednesday 26 April 2023
Time	each day from 10.00am-4.30pm
Method	Green Theatre, Green Hall, Law Society of Ireland, Blackhall Place, Dublin 7
Fee	€350 (light lunch included)
Discounted* Fee	€315 (light lunch included)
CPD Hours	10 Management & Professional Development Skills (by Group Study)
Event Code	S2343

Numbers on this workshop are limited to 8 participants

Aim and Objectives

This course will help the participant understand presentation techniques and how to effectively use various visual aids including PowerPoint. A practical hands-on approach is taken, allowing participants to practice and deliver their presentations a number of times throughout the 2 days. Two of these sessions will be recorded and feedback will be offered.

In addition to theory and practical presentation techniques, participants will also learn to use MS PowerPoint effectively - Learn the "do's" and "don'ts" of using PowerPoint as a presentation tool ensuring that MS PowerPoint enhances and does not distract from the presentation.

Who should attend

Anyone who would like to deliver clear, concise and engaging presentations whilst making the most of MS PowerPoint. Participants should have basic computer skills, e.g. should be familiar with the use of other computer applications such as MS Word.

Prior to the training

Please choose a topic that you would like to deliver your presentation on prior to the training course. When choosing your topic, bear in mind that initially you will build your presentation around your chosen topic and deliver it at the end of day one. On day two, you will design a PowerPoint presentation to enhance the presentation you created on day one, and again will deliver the presentation a second time at the end of day two (this time utilising MS PowerPoint).

Course Outline Day 1 – Presentation Skills - Theory and Practice
Introduction
- Introduction to Presentation Skills / Communication
- The Role of the Presenter
- Listening Skills
- Recall and Retention

Stage One – Preparing the Presentation
- Set Realistic Objectives
- Know your audience
- Gathering Presentation Content – Mind Mapping
- Work on Content – The "IT Method"
- Enhancing Content
- Presentation Format / Structure
- Practical – Define Objectives, gather content and structure and enhance your presentation.

Stage Two – Preparing Yourself
- Face the Fear
- Manage your environment
- Avoid Techno-Terrors
- Rehearsing
- Some practical advice
- Practical – Deliver your presentation on a 1-1 basis (Run-through)

Stage Three – Delivering the Presentation
- What has the most impact?
- Body Language & Eye Contact
- Using your voice
- Handling Q & A Sessions
- Dealing with Difficult Audiences
- Delivery habits to avoid
- Practical – Deliver the presentation. This will be recorded and feedback will be given. Individual participants will have time to evaluate their own performance privately with feedback from the instructor.

Course Outline Day 2 – Presentation Skills – Using Microsoft PowerPoint
Introduction
- PowerPoint Basics

Working Text Slide Layouts
- Text placeholders
- The title slide
- Creating a new slide
- The bulleted list slide layout
- Working with multiple levels of bullets
- Switching between slides
- Moving & resizing placeholders/objects

Formatting the Presentation
- Formatting text
- Formatting Objects / Placeholders
- Copying formats
- Changing the background colour of a slide(s)

- Working with the slide master
- Creating a Header / Footer
- Applying a standard design template

Working with SmartArt & Images
- Inserting SmartArt
- Changing Format & Layout
- Working with logos and images
- Working with WordArt

Working with Charts
- Creating Charts
- Formatting chart elements
- Changing the chart type
- Working with the

Trainer
Patricia Clery, Senior Training Executive, E-Bridge Training Ltd.
Patricia Clery has more than 20 years' experience of working in the training environment and has delivered courses on Presentation Skills, Web Design, ECDL, MS Office as well as English language courses both in Ireland and abroad. She has also worked as Manager / Applications Support for several Electronic Document Management Systems, with responsibility for implementation and training of same. Prior to working with E-Bridge, Patricia worked for more than 6 years as IT tutor with CMIT (College of Management and IT) with responsibility for design as well as delivery of FETAC Web Design courses (FETAC levels 5 & 6) and delivery of ECDL courses. She also spent some time on freelance contracts as applications support and IT Trainer.

Patricia holds a Teacher's Diploma in IT Training as well as FETAC Train the Trainer and is a registered FAS trainer.

IMPORTANT

- This is an in-person event and will not be available online or as a recording.
- Attendance at our in-person events are tracked and logged for CPD compliance purposes. This information will be shared with the Law Society CPD Scheme at their request.
- Participants must attend both days in order to avail of the CPD hours on offer and receive the full benefits of the course.
- For CPD 2023 information see https://www.lawsociety.ie/Solicitors/Practising/CPD-Scheme
- View our **Privacy Statement**
- If you have technical or other queries, contact a member of the team on: **lawsocietyskillnet@lawsociety.ie**

*This Law Society Skillnet discount is applicable to all practicing solicitors working in the private sector