

POWERPOINT PRESENTATION: SLIDE ANALYSIS



2-hour communication workshop

PowerPoint slides are a communication tool. As with all other tools, there are right and wrong ways of using them.

Throughout this workshop you will discover how to get the best out of your PowerPoint slides. You will also get practice, in teams, at designing effective slides.



Objectives

Uncover the characteristics of good PowerPoint slides
Learn how to create relevant slides

Training duration

2 h

Number of participants

Up to 15 people

Audience

Any person who needs to create PowerPoint slides

Educational resources

Theoretical background, exercises, training course manual in PDF format

Evaluation procedures

Questionnaire at the end of training

Prerequisites

None



Program

Uncover the characteristics of good PowerPoint slides

What design rules should you know about?
How much text to include?

Learn how to create relevant slides

What content to select?
How to arrange slides?