

## <u>Program 1-day Training "Presenting with Impact":</u>

**Time:** 10:00 – 17:00/17:30 *In this training your employees learn the basics of effective presenting.* 

- 10: 00 10:30 Introduction: explanation goals, gain, approach and program.
- 10: 30 12:00 What is your personal presentation style and how can you strengthen it? Theory and exercise.
- 12:00 12:15 Break
- 12:15 12:45 <u>How to get your audience "on board" in just a few minutes?</u> Or how to make your content clear and engaging? Theory and exercise.
- 12:45 13:15 Lunch
- 13:15 14:30 <u>How to appeal to the different kinds of audiences?</u> Theory and exercise.
- 14:30 14:45 Break
- 14:45 15:45 <u>How to make a solid foundation for a presentation?</u> How to use PowerPoint in an optimal <u>manner?</u> Theory.
- 15: 45 16:00 Break
- 16:00 16:45 <u>How to make sure your key information sinks in?</u> Theory and exercise.
- 16:45 17:00 Closure.