

POWERPOINT® UNPLUGGED

Bring more professionalism and self-assurance to your presentations.

Seminar #2170

Overview

PowerPoint is a powerful tool that is intended to support presenters—not compete with or detract from them. That’s why giving a truly polished and memorable presentation with PowerPoint starts with “pulling the plug” on PowerPoint: setting the laptop aside and focusing first on what you want to say and how you’ll say it—and then on the tools you’re going to use. This new course encourages you to rethink and sharpen your presenting skills to achieve an optimal experience for your audience, and greater polish, poise and self-confidence for you.

Schedule

- [1.5] days

- [1.5] days - \$1,445 Non Members
- [1.5] days - \$1,295 AMA Members
- [1.5] days - \$1,109 GSA

Credits

0.9 CEU

Schedule

We have 5 scheduled sessions located nationwide starting between 6/25/2012 - 12/10/2012

| Date | Location | Duration |
|-----------------------------|--------------|----------|
| Jun 25, 2012 - Jun 26, 2012 | Chicago, IL | 1.5 Days |
| Aug 2, 2012 - Aug 3, 2012 | New York, NY | 1.5 Days |
| Sep 6, 2012 - Sep 7, 2012 | Atlanta, GA | 1.5 Days |
| Nov 8, 2012 - Nov 9, 2012 | Chicago, IL | 1.5 Days |
| Dec 10, 2012 - Dec 11, 2012 | New York, NY | 1.5 Days |

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Understand when to use (and not use) PowerPoint for presentations
- Stay focused on your message, not the medium
- Get practical tips for effective interaction between the presenter and the screen, computer and projector
- Achieve simplicity in PowerPoint slides while still holding your audience’s interest—even when dealing with technical jargon
- Learn graphic design basics to create effective visuals
- Practice in class with presentation equipment

What You Will Cover

- You’re the presentation (not the PowerPoint slides)
- Keeping the presentation engaging and interactive
- Choosing a focus—informative or persuasive?
- How to handle legal matter, jargon and other “required information”
- When you have to cut down from 20 slides (40–50 minutes) to 4 slides (10 minutes)
- Openings, transitioning into the subject and closings
- Bringing all presentation components together for a successful finish

Who Should Attend

All business professionals (with some prior presenting experience) who must speak in front of an audience, make presentations or sell ideas to others with the use of PowerPoint. Attendees should have the ability to create basic slides.

Special Feature

Participants must bring a laptop computer with a recent version of PowerPoint installed.

Extra from AMA: Receive a flash drive with demos and tools for your use, both during the course and to take with you for handy reference back at your job.

PowerPoint® is a registered trademark of Microsoft

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)