

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Need help? Contact 1-877-566-9441 or visit www.amanet.org/2170

PowerPoint® Unplugged

Bring more professionalism and self-assurance to your presentations.

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.

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

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