



## Communicating with Confidence: Make Your Presentations More Effective - Online

The ability to communicate clearly and effectively is increasingly important in organizational settings. This course helps learners organize, structure, and create effective presentations. Since many organizations use PowerPoint as a way of communicating information, this course offers advice and guidance on the most effective and persuasive uses of PowerPoint.

This is an asynchronous eLearning course that can be accessed 24/7 from any internet enabled computer.

### Available Session(s):

Available Today

Online

USD \$200

Online

Instructor(s):[]

### Targeted Audience

Professionals from across the organization who need to deliver presentations in a variety of situations and to different audiences.

### Advance Preparation

No advance preparation required.

### Learning Objectives

Students will be able to:

- Recognize what makes communication effective
- Understand the elements in the communications process
- Better organize your communications and presentations
- Understand PowerPoint graphic rules of thumb
- Create an effective summary slide
- Describe and employ the four steps of purposeful communication in your presentations.
- Understand the forecast, present, and echo structure for presentations.
- Recognize key visual considerations for PowerPoint slides and presentations.

- Understand how to organize and create PowerPoint presentations.
- Revise PowerPoint slides to make them more effective.
- Understand the success factors for face-to-face presentations.

**Partner(s)**

MindEdge, Inc.

**Level:** Basic

**CPE Credits:** 4

**Instructional Method:** Self-Study

**Detailed Outline**

For more information regarding administrative policies such as complaints and refunds, please contact our offices at 212-641-6616.