

## PA The Presenter

Come out of your manager's shadow and take the spotlight as a polished presenter

### From the Top

If the idea of making a presentation gives you the shivers, this one-day workshop will fill you with confidence and help you prepare and deliver knockout PowerPoint presentations as well.

### What's it all about?

Like all of our courses, this one-day workshop is intensive but with elements of fun, so that the valuable lessons learnt are easily recalled on return to the workplace. Say goodbye to 'Death by PowerPoint' as you discover how to create attention-grabbing presentations that will really have your audience sitting up and taking notice.

### Tell me more!

Making an effective presentation isn't just about creating some funky slide transitions in PowerPoint – although that can help – it's also about you and how you look and project yourself. We take you through the dress code, body language and etiquette you need to observe, to ensure you look as sharp as your material and exude professionalism and confidence. During the day we will also walk you through the very best that PowerPoint has to offer, so your presentation looks right up to the minute and avoids the cheesiness that has delegates slumping into unconsciousness before you get to slide four.

The cost of the course includes all refreshments, as well as a hot à la carte lunch. You will also receive a certificate of attendance and a complete pack of course materials.

### Our Philosophy

Courses and workshops from Indiquo are designed to engage and entertain, as well as inform – that's how we can promise to make what can seem to be the dullerest of subjects interesting. Our trainers have real-world experience at all levels of the organisation, so they speak your language and understand your issues and problems. And because they have 'been there and done that', they know how to get straight to the heart of every subject.

Our trainers ensure they keep right up to date with cultural and procedural changes in office life by engaging closely with course participants and building relationships with workshop attendees that endure long after the courses are over.