

Communication and Presentation Skills

Time	Topics
Day 1	
09:00 - 09:40	Power Point Presentation – Basic Principles
09:40 - 10:20	Power Point Presentation – Typical Mistakes
10:20 - 10:40	Coffee Break
10:40 - 11:20	Tables, Outlines, Speaker Notes and PDF conversion
11:20 - 12:00	Power Point Graphics
12:00 - 14:00	Lunch
14:00 - 14:40	Power Point Visualization (Live Demo)
14:40 - 15:20	Power Point Animation
15:20 - 15:40	Coffee Break
15:40 - 16:20	Power Point Animation (Live Demo)
16:20 - 17:00	Analytical Report and Summary
Day 2	
09:00 - 09:40	Live Performance – Basic Principles
09:40 - 10:20	Live Performance – Typical Mistakes
10:20 - 10:40	Coffee Break
10:40 - 11:20	Live Performance – Advanced Features
11:20 - 12:00	Conducting a Dialogue – Basic Principles
12:00 - 14:00	Lunch
14:00 - 14:40	Conducting a Dialogue – Typical Mistakes
14:40 - 15:20	Conducting a Dialogue – Advanced Features
15:20 - 15:40	Coffee Break
15:40 - 16:20	Communication Styles: Inter-Office Communication, Report, Meeting, Coaching
16:20 - 17:00	Communication Styles: Conference, Workshop, School, Presentation, Quizes