

## COST PER HEAD

Rs. 12,000 per person. Group discounts (5%) are available for those institutions who send more than 5 participants. (The fee include the design, delivery of the course, the developing and producing training material, lecture room charges, computer usages charges, facilitation charges and lunch)

## OTHER DETAILS

It is a non-residential course.

## HOW TO APPLY

Use the application form available at the end of the prospectus and fax +94(0)112552474 or email it to [keerthi@dicsrilanka.org](mailto:keerthi@dicsrilanka.org)  
Application form could be downloaded from the DLC website: [www.dicsrilanka.org](http://www.dicsrilanka.org)

Enquiries and Clarifications  
Call Keerthi Wijesekara  
+94(0)112 559315, +94(0)718161110



"State owned institute under Ministry of Public Administration"

**Distance Learning Centre Ltd.**

28/10 Malalasekara Mawatha, Colombo 07, Sri Lanka

t +94 (0)11 2554966/2554946

f +94 (0)11 255 2474

e [keerthi@dicsrilanka.org](mailto:keerthi@dicsrilanka.org)

w [www.dicsrilanka.org](http://www.dicsrilanka.org)



Develop  
*your* Presentation  
Skills



Offered by Distance Learning Centre

# Learning the Art of Presenting



\*using MS Power Point 2010

SLIDA

# RATIONALE

Many officers are required to do presentations in various areas of their work to superiors, juniors or to subordinates. But due to lack of knowledge in preparation of the presentations, techniques available in PowerPoint and basic skills of presenting most of the presentations are a failure. The program is designed to bridge this gap to bring out the best in presentations.

# OBJECTIVE

To empower participants with the necessary knowledge to design a power point presentation and impart skills necessary to do such a presentation, using innovation and creative thoughts in optimum expression.

# CONTENTS

They will be able to identify

Basic Communication Principles with special reference to Power-point supported presentations

- Clarifying the purpose
- Conceptualizing the message/the idea
- Pitching your idea effectively to suit the audience
- Best Practices in content selection
- Structuring and sequencing a presentation, entrance, Body and conclusion
- Formatting and organizing
- Key attributes-clarity, concise, comprehensive
- Key words selection for queues
- Font size, type and visual levels
- Emphasizing with color, typo, pictures, sounds and animation
- Internalizing and binding the audience
- Review for consistency, Spelling

Power-point features-strengths and limits of each

- Layouts
- Designs
- Animations, sounds and pictures
- Links
- Sequencing and jumping
- Transitions
- Slideshows
- Speed
- Movements

They will also be able

- to use communication principles, power-point features and subject knowledge to create an effective power-point presentation
- to present such a designed product to an audience to capture their attention, to convey the message and internalize it so that they would be influenced to take action or change

# TARGET GROUP

This is targeted at staff officers who are to make presentations at various forums.

# METHOD

First two areas would be covered through interactive lectures and group discussions and the latter two will be covered by designing an actual presentation and presenting it. Presentations would be video recorded and played back. There will be a peer level guided learning sessions to perform team work in an organized way.

# CLASS SIZE

Maximum 25 participants

# DURATION

Only 3 days

(It is suggested to have the program in 3 phases; Phase 1 will consist of two days learning at DLC

Phase 2 will be a break from the learning and participants will prepare themselves for the presentation while attending to work in the organization

Phase 3 will be of one day duration in which participants will make presentations which will then be reviewed.)

# DATES

Dates will be announced when adequate number of participants have been registered for the program.

**ENTER NOW!**