

Course Title: "How to Design a Presentation"

Agenda

1. Introduction to Presentation Design (15 minutes)

- Welcome and Introductions
- Overview of Course Objectives and Agenda

2. Presentation Strategy Formulation (30 minutes)

- **Objective:** Learn how to formulate an effective presentation strategy.
- Discussion: Understanding audience needs and objectives
- Activity: Identifying key messages and goals for a sample presentation

3. Preparation Design Tips (30 minutes)

- **Objective:** Discover essential tips for preparing presentations.
- Presentation: Content structuring, visual aids, and rehearsal techniques
- Group Activity: Creating an outline for a well-organized presentation

4. Best Practices Frameworks (30 minutes)

- **Objective:** Explore frameworks for structuring presentations.
- Overview of best practices for logical flow and engagement
- Interactive Exercise: Applying frameworks to participants' presentation topics

5. Effective Communication Techniques (30 minutes)

- **Objective:** Understand principles of effective communication.
- Discussion: Verbal and non-verbal techniques for clarity and engagement
- Role Play: Practicing communication techniques in pairs

6. Creating Impactful Visuals (30 minutes)

- **Objective:** Learn how to create compelling visual aids.
- Overview of design principles for slides and materials
- Activity: Designing a sample slide deck using best practices

7. Q&A and Wrap-up (15 minutes)

- Open floor for questions
- Summary of key takeaways