

## Power Point Business Presentation and Leadership

A Two-Day Training on  
 Mastering the Effective PowerPoint Presentation Skill for Business Success

PROFESSIONAL DEVELOPMENT  
 PROGRAM



A Professional Development Program by  
**CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT (CED), BRAC UNIVERSITY**  
 &  
**SAPIEN STRATEGY CONSULTING & RESEARCH LTD.**

### Contact Details

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### Disclaimer

The authority reserves the right to make any necessary changes in the contents of the brochure.

### Course Overview and Objectives

For many people, the thought of making a presentation whether impromptu, casual or formal can lead to the feeling of absolute dread! Considering the present hightech business world, it is imperative that one masters the art of effective PowerPoint presentation.

Speaking with confidence to any audience, and delivering an enriching and engaging presentation is a very important skillset for a successful career growth. This training on presentation skill is crafted for enabling the participants to enhance the capability of presenting using appropriate tools and techniques. The sessions will help the participants learn the various behavioral and technical skills, approaches and styles of delivering a presentation to impress, interest and inspire the audience, and to take the desired action.

### Course Takeaways and Key Contents

The 2-day course has been designed to incorporate a unique blend of theory and practice with participants' performance being tested on two levels: pre- and post-sessions. The sessions will teach participants various tools/techniques, and guide them towards developing a confident persona and structured mindset to produce an impeccable delivery. Hence, at the end of the two-day program, the participants will:

- Learn to develop a structured presentation with data / graphics
- Learn to deliver presentation without any presentation aids / slides
- Understand the tips and tricks of PowerPoint
- Master the skill of using PowerPoint in a business presentation
- Master the art of engaging delivery; and lastly,
- Have greater self-awareness – through mock presentations and individual feedback.

### Customized for Professionals

The course has been designed to enhance the capability of business professionals (irrespective of industry) responsible for crafting and delivering presentations in their day-to-day work.

### Methods of Instruction

The course delivery will comprise of

- Lectures, Discussions & Video Trainings
- Mock Presentations
- Group Exercises

The focus will be on the development of knowledge and skills through experiential learning, experience sharing, and theoretical inputs in the area of 21st century PowerPoint presentation.

### Course Schedule and Venue

The course will be taught over Two (2) Days. The course comprises of 4 sessions and each session will be of 3 hours in duration. Classes can be held in consecutive 2 days or 4 different sessions. Classes will be held at BRAC University premises.

### Eligibility Criteria

Prospective candidates must fulfill the following criteria for admission:

- Bachelors degree in any discipline
- Basic understanding of Microsoft PowerPoint
- Have access to a laptop and bring it to the session
- Preferably 1 year of work experience with reputed organizations

### Admission Procedure

Candidates fulfilling the above requirements should apply using the prescribed application form available at "ced.bracu.ac.bd/pdp" or at the CED Office at BRAC University. Eligible candidates might need to appear before an interview board for selection.

### Certification

On successful completion of the course, participants will be awarded a certificate issued jointly by CED, BRAC University and Sapien.

### Fees

The enrollment fee for the program (to be paid once only) is **Tk. 10,000/-**. This fee includes tuition, course materials, refreshments and certification costs. All payments are to be made in bank drafts or pay-order or crossed cheque drawn in favor of "BRAC University".

### Key Resource Person

The resource person for the program is internationally trained (from leading North American university) academician as well as senior level corporate trainer with extensive managerial experience both at home and abroad.

