

2 days – Presentation Essentials (TGS-2023018661)

Course Duration	16.00 Hours	Full Fee	\$460	Subsidy & Nett Fee	Please refer to page 2	Mode of Training	Classroom
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Entry Requirement

- Minimum 1 year of working experience (able to use Word software to type)
- Speak, listen and read English at a proficiency level not lower than WPL Level 3, and manipulate numbers not lower than WPN Level 3

Course Objective

This module enables learner to Aim to impart knowledge on the use of PowerPoint to deliver impactful message to wow your audience.

On completion of this module each candidate will be able to:

- Identify the target audience, target audience considerations
- Planning, Designing the storyboard
- Deliver the presentation in PowerPoint format
- Use PowerPoint functions and manage the graphical objects, text, images, videos
- Summarise key concepts at strategic points
- Collate feedback from audience

Course Outline

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| <ul style="list-style-type: none"> • Target Audience • Storytelling mindset • Considerations for audience • Project objectives • Research information | <ul style="list-style-type: none"> • Working with PowerPoint • New presentation, Save, Open, Close • Master slide, Graphical object • Apply theme, background colour, slide size • Add footer, slide number, change orientation • Slide layout, Duplicate, Copy and Paste • Format painter, Formatting • Bullets and Numbering |
| <ul style="list-style-type: none"> • Storyboarding – How to start • Plan out Story Lines • Slide message, communications and necessary info • Text driven and Data driven slides • Deliver presentation to teams • Testing and Updating | <ul style="list-style-type: none"> • Arrangement of objects • Draw shapes, SmartArt • Organisation Chart, Hierarchy chart • Animations, Transition • Designer – PowerPoint with AI • Add video, audio, Cameo • Print Layout, Slide Show, Slide Sorter, Views • Report output, Handouts |
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- Summaries key points of presentation
 - Collate feedback from audience
 - Analyse one's presentation

Assessment

- Written Assessment
- Practical Assessment

Subsidy

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	Singapore Citizens and Singapore Permanent Residents	Employer-sponsored and self-sponsored Singapore Citizens aged 40 years old and above	SME-sponsored local employees (i.e. Singapore Citizens and Singapore Permanent Residents)
FUNDING Source			
	SkillsFuture Funding (Baseline)	SkillsFuture Mid-career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
Course Fee	\$460.00	\$460.00	\$460.00
SkillsFuture Funding	\$230.00	\$322.00	\$322.00
Total Nett Fee	\$230.00	\$138.00	\$138.00
GST (8% x \$460)	\$36.80	\$36.80	\$36.80
Total Fee Payable to Genetic Computer School Pte Ltd	\$266.80	\$174.80	\$174.80
Age Group	SC 21-39 years old and PR	SC 40 years old and above	Small Medium Enterprise

Eligible for Claim Period: 6 Feb 2023 – 5 Feb 2025

Participant need to pass the test to get subsidy

SSG Advice:

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses.

Visit the SkillsFuture Credit website (myskillsfuture.gov.sg) to choose for the courses available on the SkillsFuture Credit course directory.

PSEA Funding is available for student aged 21-25 Years old (Pls Call PSEA Hotline 62600777 to check your balance), Form for PSEA Funding is available from Genetic Computer School

Note: Student must bring thumbdrive during the lesson.