



Pharm-Biotechnology and Traditional Medicine Center (PHARMBIOTRAC)

Training Proposal

Professional Presentation Design

3-5 days Intensive Training Course

Pre-AGM Training proposal for the RUFORUM Seventh African Higher Education Week and First Triennial Conference to be in Cotonou, Benin December 2021

Training Course Description

Background

Inadequate training resources and the lack of information on design and presentation techniques are preventing the optimal sharing of business or scientific results in board meetings, conferences, workshops and trainings. This leads to reduced audience compliance, attractiveness and “take home” knowledge ratio.

Many training courses on computer and software use are usually targeted at computer-based technical knowledge. However, the holistic approach in appropriate design goes beyond this cadre of personnel in many companies, research and development institutions worldwide.

The resource person had conducted training courses in Austria, Germany, Kenya, and Uganda, addressing a wide range of audiences e.g. executives, managers scientists, professionals, NGO personnel and students. She conducted training courses for professionals/ academicians and students to enable them to update their knowledge and handle new information management technologies and tools with a view to working more effectively with presentations.

After the courses, the participants are invited to update their presentation. A follow -up to this course is training in “Successful Presentations” witch follow to hone in their skills. The follow -up course will be an advanced courses meant to internalize and further polish the speaking and poster / presentation skills.

General Objective

The general objective is to train participants in the provision of value added, information services and resources via advanced presentations for conferences, workshops, meetings and lecturing. The course also seeks to enhance the working knowledge and technical skills required to design and manage advanced presentations to support the provision user friendly and accessible information packing, which is addressing the target’ groups needs. Emphasis will be placed on the colour selection, design, graphic, data presentation, charts and content management.





Specific Objectives

After the course, participants are expected to go back and introduce news ideas into their existing presentations or be able to manage presentation needs better and provide user friendly access to relevant information and resources. Specifically, at the end of the course, participants will be able to:

- Plan, design and develop a presentation for LCD projection, incorporating text, colours, graphics, images, charts, tables and backgrounds;
- Plan, design and develop a professional or scientific poster for printing
- Discuss the importance of using formal development methodologies and guidelines presentation design, development and management as opposed to using ad hoc approaches;
- Use of computer periphery equipment for processing photos for presentation (digital camera, scanner, printer, laser pointer).
- Prepare real presentations for use currently or in the near future from the trainees own material;
- Use a range of design and development tools;
- Gain technical confidence with presentation equipment.

Expected Results

- Improved audience interest and overall appearance of your presentation;
- Acquire skills in optimal sharing of information in meetings, conferences, workshops and trainings
- Technical confidence with computer periphery and presentation equipment
- Greater visibility of the institutions outputs via the presentations
- Added value and visibility to institutional information, results, products and services.

Course Content

The course will cover the following topics:

- Guidelines for developing presentations
- Colour theory, image perception and design for colour-blind
- Creating presentations incorporating backgrounds graphics, tables and charts
- Image acquiring and graphic processing, collaring
- Exporting & importing data / graphics from other software (Excel, Word, SPSS...)
- PowerPoint for designing the poster and academic presentations
- Using technical confidence with computer periphery and presentation equipment.



Training Methods

The course will be delivered through lectures, practical exercises and individual projects aimed at improving the layout and content of their presentation. The course will also draw on the experiences of participants. Course materials provided for the participants will include lecture notes, freeware software tools, templates and online resources.

Target Audience

The target audience for the course are top management, senior teaching staff, scientists, post graduate students and research professionals working in training, research and development fields, which have either attended previous courses in basic power point, or have basic knowledge and hands on experiences of making computer aided presentations.

Participation criteria

The optimal group size is 15 participants. The participant group ought to be composed in similar age group and / or seniority. Participants should bring with them the following:

Desirable:

- Competence in oral and written English
- Basic knowledge of PowerPoint 2013/2016/2019
- Basic knowledge of document computing and image processing software

Additional (Optional):

- Have basic experience in presentations in the university, conferences or meetings
- Submit a copy of 1 presentation one week before starting the course in electronic format (Power Point 2013 - 2019)
- Having “real life” material ready for use in the course in a presentation for future lectures, conferences / meetings / seminars / trainings.

Participation Pre-Requisites

Participants will be required to prepare a description of their research findings, or any other materials, which will be used as real life samples for presentation and poster development. Participants are also required to bring soft copies of some their past presentations.

Course Coordination

Course Direction: Hosting Institution

Trainer: Eng. Anke Weisheit, Training Consultant

Venue

The inviting institution will provide room with the required technical facilities.



Technical equipment

- LCD projector
- One computer/laptop per participant
- Secure standby power supply, (Inverter system or standby generator) Room darkening device (shutters, curtain)

Time Planning

As intensive block training of 3-5 days including the following sessions

- 3-5 days Presentation Design
- Evening / weekend are time for one to one tutorials

4 hrs/ day lectures, practical exercises, demonstrations

4 hrs/ day work their individual projects with trainer guidance

Course duration 24-40 hrs training and practical's plus 8-16 hours one to one tutorials = other course timing is available on request

Consumables & Costs

Honorarium: Trainer: negotiable (1-day preparation + 5 days training & Tutorials, 1-day reporting),

Handouts: USB Flash drive with relevant software, templates, samples literature & folder with information & worksheets (15USD/50,000 UGX per participant) or organiser provides sticks as materials are provided free of charge,

Transport: Client provides transport (accommodation, air fare and local transportation if needed),

Per Diem: Accordingly, to the host regulation & agreement with the trainer.

Other related course units can be offered

After successful participating in this course another course of 5 days could be offered as follow up training in:

- 3 days poster design,
- 2 days Introduction to professional / scientific photography and photo editing

Contact

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