

We are pleased to host a 1- to 2-day practical seminar & workshop

“From Death to Life by PowerPoint- How to Create Winning Presentations”

Facilitator

Mrs. Ellen Finkelstein MS PowerPoint MVP, best-selling author & world
leading communications expert

Before



Tue 15th & Thu 16th May 2012

CPD
Qualifying
Seminar

After



At The University of Trinidad and Tobago
Professional Development Centre

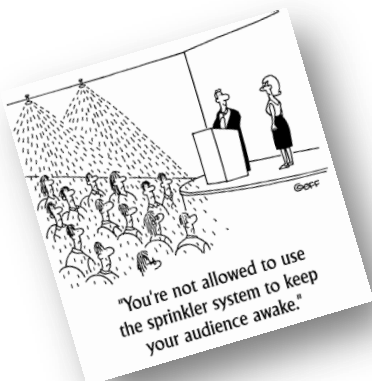
Lot#1 off Munroe Road Exit, Uriah Butler Highway, Charlieville

Visit the “Events” section of www.aaa-bsol.com for a registration form

Contact for further information or enquiries:

Mr. Areef Ali at (868)-788-7538 E-mail: ppp@aaa-bsol.com

Ensure Your Next Presentation is a Winner!



Register Today!





“From Death to Life by PowerPoint- How to Create Winning Presentations”

Tue 15th & Thu 16th May 2012 - UTT Professional Development Centre

Overview

We have all been exposed to it before at strategic planning, budget, board and sales presentations etc. – presenters with many boring slides which fail to effectively convey, make or sell the points or ideas they are supposed to. Learn in this practical seminar the best tips, tricks & techniques to make your PowerPoint presentations high-impact, with a professional look.

Seminar Format / Presentation approach

This is an interactive seminar with a mix of real-life examples, hands on computer exercises and Q&As designed to help you critically examine and redesign your presentation to make it a winner.

- Day 1 will show you valuable principles and techniques for creating effective, high-impact presentations, with examples and makeovers of your previously submitted presentations
- Day 2 (optional, but highly recommended) will show how to use animation and video techniques, how to get your presentations online, and conclude with a hands-on session during which you will work on your own presentations under the guidance of our expert trainer

Who will benefit

Any professional or executive concerned with ensuring their presentations achieve desired results will benefit from this seminar.

What are your Key learning points & benefits?

- **Receive** training from an expert who regularly trains, consults and writes on PowerPoint & communication (see Mrs. Finkelstein’s profile on Pg. 4). Advanced training and the hands-on workshop are available on Day 2 only.
- **Submit** your presentation in advance & Mrs. Finkelstein will do a makeover of it for you during the seminar
- **Develop** skills which will directly benefit you and your employer – sell your ideas & positions, close more deals, win over your staff, peers, customers and / or your board
- **Make over** one of your own presentations during the session with the facilitator’s guidance (Day 2 only)
- **Receive** a PowerPoint book by Mrs. Finkelstein, *Slide Design for Non-Designers*, with the seminar
- **Get** a CPD qualifying certificate for your attendance at this seminar
- **Leverage** this opportunity to network with your peers

You get refreshment breaks at 10:00am & 3:00pm and lunch with this seminar

Important: For Day 2, you must bring your laptop and an existing PowerPoint presentation you want to improve

Seminar Investment Details

1 day attendance TT\$2,400 + VAT = \$2,760. Attend both days and get a discount, pay TT\$4,000 + VAT = \$4,600

Contact us at ppp@aaa-bsol.com or **868-788-7538** if you would like a customized in-house session.



“From Death to Life by PowerPoint- How to Create Winning Presentations”

Tue 15th & Thu 16th May 2012 - UTT Professional Development Centre

Course Outline-Day 1

09:00 – 10:00	8 problems that cause most presentations to fail and why you must stop Death by PowerPoint
10:00 – 10:20	Coffee Break
10:20 – 11:20	8 solutions that will make your presentations succeed
11:20 - 12:00	Quick design upgrade! 4 slide layouts to make your presentation always look good
12:00 – 13:00	Lunch
13:00 – 14:30	Slide Design for Non-Designers: Techniques you need to use now. Including choosing colors, formatting the slide master, slide layout, contrast, and finishing touches
14:30 – 15:00	Focus on your charts and diagrams
15:00 – 15:20	Coffee Break
15:20 – 16:30	Makeovers of attendees’ previously submitted slides
16:30 - 16:45	Questions & Answers



“From Death to Life by PowerPoint- How to Create Winning Presentations”

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Course Outline-Day 2

09:00 – 10:00	How to use animation and video to improve your communication
10:00 – 10:20	Coffee Break
10:20 – 11:20	How to get your presentations online: Posting to YouTube, slide sharing websites, and your own website or blog
11:20 - 12:00	Hands-on workshop: Plan your presentation
12:00 – 13:00	Lunch
13:00 – 13:30	Hands-on workshop: Create your own template or theme, with background
13:30 – 15:00	Hands-on workshop: Create your slides
15:00 – 15:20	Coffee Break
15:20 – 16:30	Hands-on workshop: Create your slides (continued)
16:30 - 16:45	Questions & Answers

Note: During the hands-on workshop (each of you should bring your laptop), you will make over your own presentation according to the principles and techniques discussed on Day 1

The workshop leader, Mrs. Finkelstein, will provide personal guidance so that you will leave with a compelling and effective presentation!



Appendix 3



Ellen Finkelstein, MVP

Profile – Ellen Finkelstein, MVP

Ellen is a PowerPoint MVP (Most Valuable Professional, a Microsoft award). There are only 36 such MVP's in the world, 9 of them are based in the US. Ellen is the only 1 of the 9 who specialises in training you to communicate, present and sell your perspective using effective MS Power Point slides and techniques.

Her renowned program shows you how to convert “Death by PowerPoint to Life by PowerPoint” and lets you create high-impact, professional-looking presentations.

Her well-known website at www.ellenfinkelstein.com offers many PowerPoint tips, a blog, and the free PowerPoint Tips Newsletter. Ellen has written numerous articles on presenting and PowerPoint for Microsoft's website, Inside PowerPoint, SlideShare.net, PresentationXpert, Presentations magazine, and more.

She is also a best selling author. Some of her well known publications include:

- How to Do Everything with PowerPoint 2007 (and three earlier editions)
- 101 Advanced Techniques Every PowerPoint User Should Know
- 101 Tips Every PowerPoint User Should Know
- The Lost Art of Persuasion
- 7 Steps to Great Images
- PowerPoint for Teachers: Dynamic Presentations and Interactive Classroom Projects

Ellen Finkelstein has done training with Citrix, Brainshark, Vastu Homes, Pennsylvania State Education Association, State University of New York at Buffalo, Maharishi University of Management, and many others. She also provides 1-on-1 coaching/training with executive & professional clients and has conducted several public workshops. She has delivered webinars for CFO Magazine on the subject “Presenting Financial Data: From Excel to Boardroom-Ready PowerPoint.”



About Areef Ali & Associates Business Solutions

AABS's mission is to twofold:

- To develop the potential of professionals and leaders in the Caribbean
- Partner with clients to provide financial, business advisory and training solutions which are innovative and add exceptional client value.

The lead business consultant at AABS is Areef Ali. He received his B.Sc. in Management from the UWI, St Augustine campus and thereafter an FCCA designation from the ACCA. Areef recently completed an MBA programme with Heriot Watt University. He has completed advanced programs in Manhattan, New York in the operation of financial markets and also in corporate valuations.

He is a Microsoft certified Excel expert and a graduate of the Arthur Lok Jack's School of Business's "Train the Trainer" programme as well as a number of management development programs. He has over fifteen (15) years of experience in the Finance field, including three and a half years at PriceWaterhouse where he was a member of the Audit and Business Advisory Services Group.

Areef served as a finance professional at the Methanol complex. Subsequently he was appointed the Chief Accountant and then the Corporate Finance Head at a leading financial institution. In June 2006 Areef started AABS. Activities to date include:

Consulting Projects

- Design, development and implementation support for core business application systems Modelling of investment portfolios returns and IFRS amortisation calculations
- Project financing evaluation review reporting - a manufacturing & distribution sector client
- Inventory obsolescence reporting - automating ageing schedule generation & receivables schedule from SAP for a multinational oil & energy company
- Performance vs rewards correlation exercise- charting & graphing - telecom client
- Ordering and contract generation system development for a construction sector client
- Business Planning - financial forecasts and executive summary report- Recycling Plant Development

In-house training

- Advanced MS Excel, financial and fraud related training programs for a range of blue chip organisations.

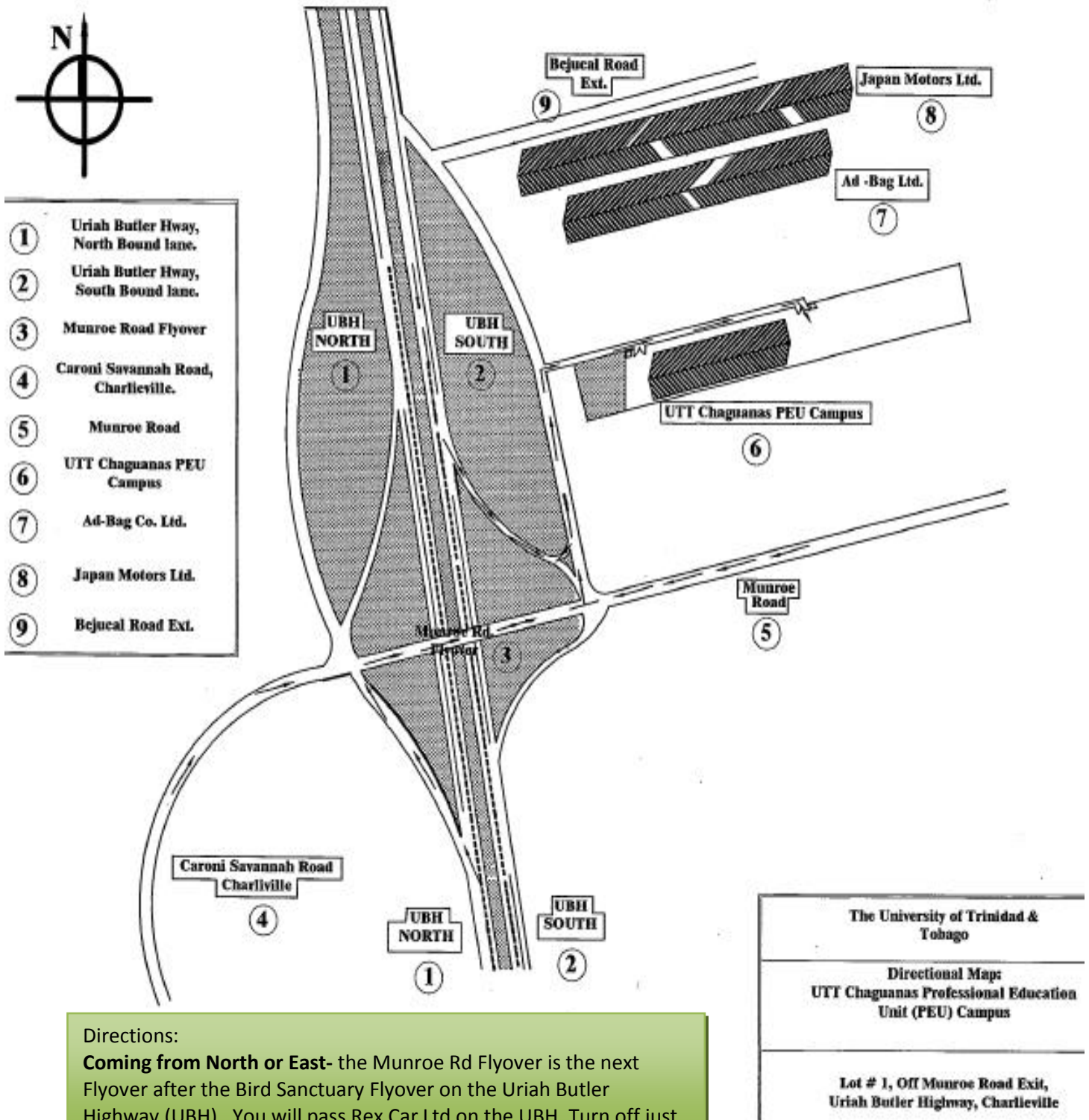
Seminar Hosting with world renowned experts

We have hosted seminars with world renowned experts in the fields of Negotiation, Banking, Marketing, Fraud Prevention, Auditing and Microsoft Excel in Trinidad, St. Lucia & Barbados.

In addition to Areef's own expertise, AABS draws on the expertise of a pool of associates. These are professionals with 15–20 years' experience in areas of competency ranging from internal auditing, strategic planning, HR management, staff recruitment as well as IT systems development. Visit our website at www.aaa-bsol.com or e-mail admin@aaa-bsol.com for more information.



Map for UTT Professional Development Centre Campus – Seminar venue



Directions:

Coming from North or East- the Munroe Rd Flyover is the next Flyover after the Bird Sanctuary Flyover on the Uriah Butler Highway (UBH). You will pass Rex Car Ltd on the UBH. Turn off just before the Munroe Rd. Flyover & take a left.

Coming from South: Driving along the UBH, the next Flyover after the Flyover going to PriceSmart is the Munroe Rd. Flyover. Call 868-788-7538 in case you need more directions