

Management Development Seminars

Skills to develop more effective managers sooner

Seminar Leader

Michelle Unger has been leading software training seminars throughout WNY for over ten years. She own and operates WNY Virtual Office, which offers computer skills seminars, customized software training and outsourced administrative support. Michelle holds a BA in Sociology from the State University of New York College at Buffalo, is a Microsoft Specialist (MOS), and a former instructor for the West Seneca and Orchard Park Continuing Education Programs. She is a member of the Orchard Park Chamber of Commerce, and also of the 2007 class of the Minority and Women Emerging Entrepreneurs Mentoring Program at the State University of Buffalo.

Workplace Technology Skills

Essential Elements of the PowerPoint Presentation

Who Benefits by Attending

HR personnel, sales reps, team leaders, managers and supervisors, speakers, executives – anyone who presents information.

Purpose

Teach participants how to use PowerPoint effectively in order to deliver a dynamic presentation to any audience.

Participants will learn:

- ❑ To create eye catching and easy to understand presentations
- ❑ How much information on a slide is “too much.”
- ❑ To “Power Up” their skills using Custom Templates
- ❑ The effectiveness of logos and consistent color schemes
- ❑ To “Make it Memorable” by incorporating Special Effects and Animation