

Agenda

Some examples for a good-looking agenda

Current agenda item highlighted, differentiation between first-level and second-level items

Powerpoint – A short introduction

15 Min.

Powerpoint basics

30 Min.

- First steps
- Elements of successful presentations
- How to build a convincing storyline

Powerpoint – Practical exercise

30 Min.

- Creating a process flow
- Creating a Gantt chart

Discussion / Questions

15 Min.

Agenda

Some examples for a good-looking agenda

Current agenda item highlighted and text enlarged and bold

1 Sample text xxxxxxxxxxxx

2 Sample text xxxxxxxxxxxx

3 Sample text xxxxxxxxxxxx

4 Sample text xxxxxxxxxxxx

5 Sample text xxxxxxxxxxxx

Agenda

Some examples for a good-looking agenda

Putting a colored bar across the current agenda item, text in bold

1. Sample text xxxxxxxxxxxx

2. Sample text xxxxxxxxxxxx

3. Sample text xxxxxxxxxxxx

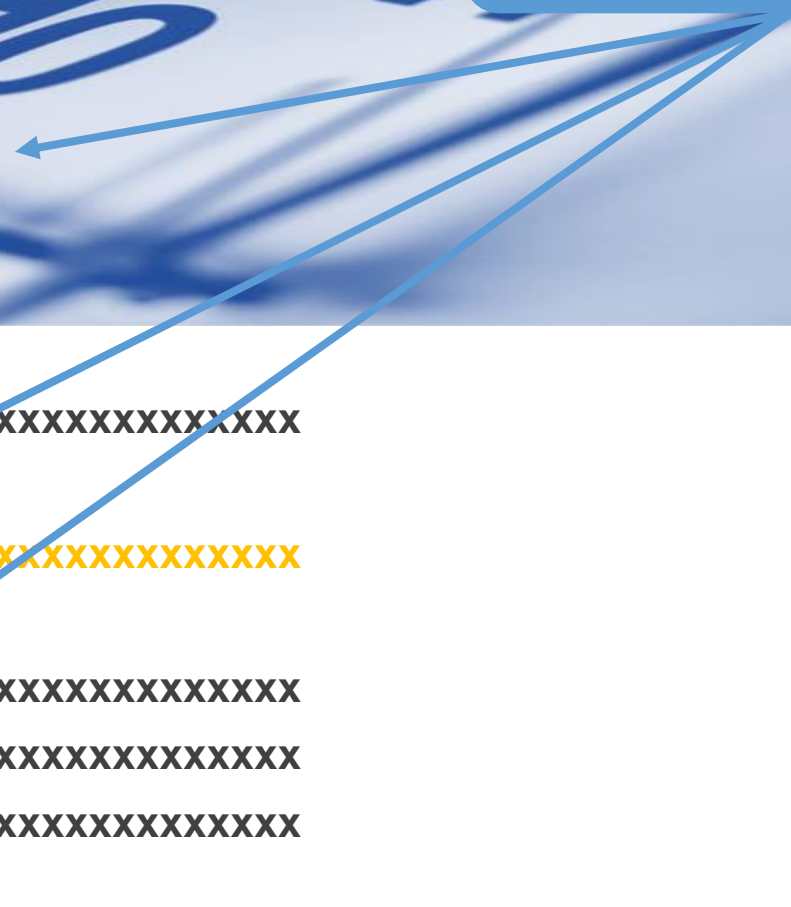

4. Sample text xxxxxxxxxxxx

5. Sample text xxxxxxxxxxxx

Agenda

Some examples for a good-looking agenda

Agenda nicely complemented by a picture, current agenda item highlighted, breaks marked in light grey



Sample text xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	10:00 – 11:00
Coffee break	11:00 – 11:15
Sample text xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	11:15 – 12:00
Lunch break	12:00 – 13:00
Sample text xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	13:00 – 13:30
Sample text xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	13:30 – 14:15
Sample text xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	14:15 – 15:15
Coffee break	15:15 – 15:30
Sample text xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	15:30 – 16:30