

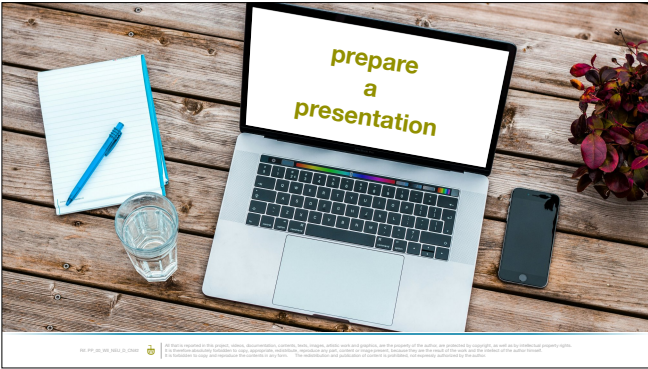


它是什么？

准备演示文稿



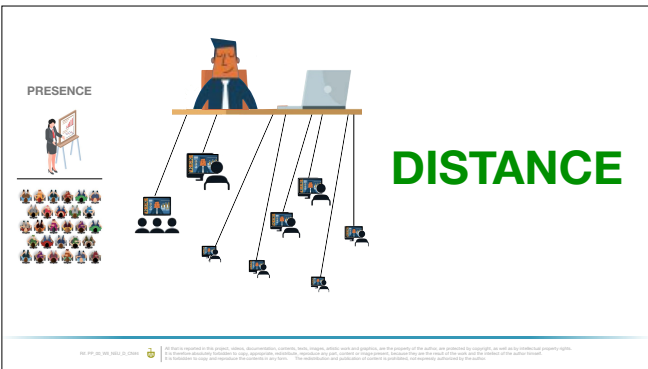
演示文稿可以让您认为一切都在其执行过程中完成.....



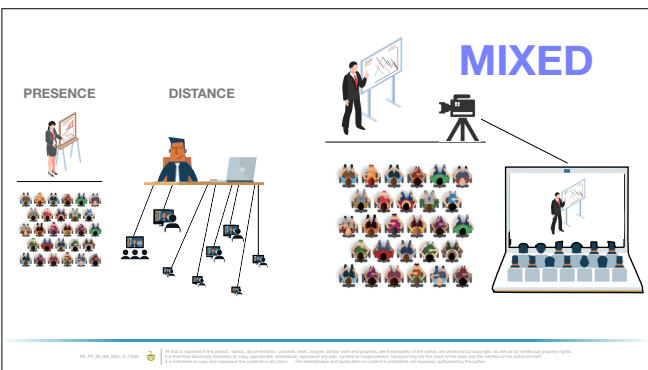
.....但实际上，这只是准备方式的结果。



决定是亲自、远程还是混合



决定是亲自、远程还是混合



决定是亲自、远程还是混合

Who takes care of the presentation?



CLIENT



PREPARER



SPEAKER

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涉及的数字不同

EXPECTATIONS

Each of us has at least one, referring to an event in the future

TITLE	INVITATION	DETAILS
<p>clear title</p> <p>telephone mail paper</p>	<p>what we will talk about</p> <p>date - time - place how to get there how to connect ...</p>	<p>agenda</p> <p>description bullet Point</p>

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观众的期望。

Like a flight



Flight



Take off



Landing



Preparation

PREPARATION

OPENING

DEVELOPMENT

CONCLUSION

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演示作为一次飞行

Like a flight



PREPARATION

1. Objective Results
2. Subjects
3. Audience
4. Time

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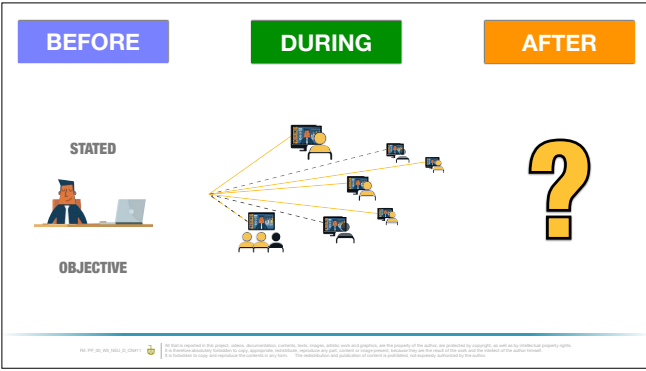
有条不紊地准备有助于使其变得快速而简单。



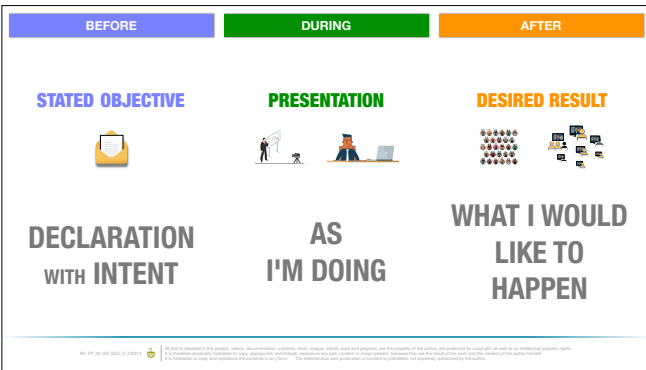
“What goals does he have the presentation?”

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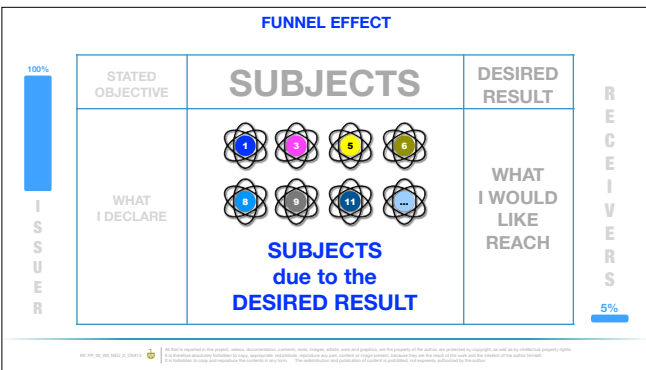
问自己正确的问题



请清楚，有之前、期间，也有之后。



必须将其作为单个事件进行管理。



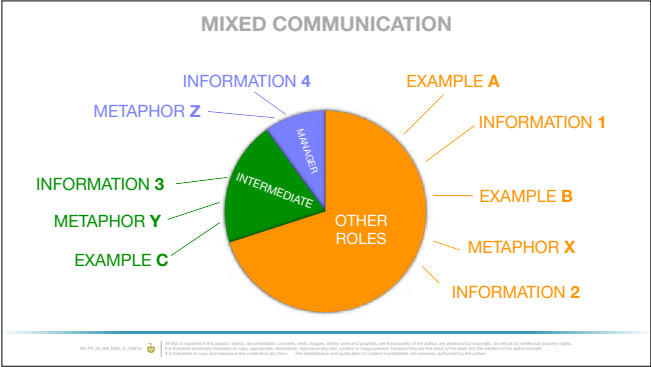
选择主题



了解它的目标对象是谁



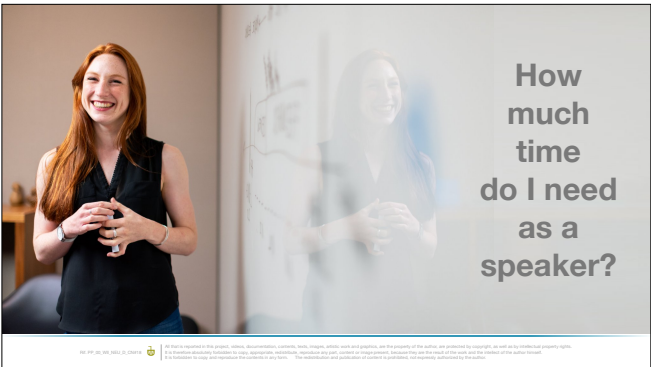
知道如何用不同的方式讲述它



或者有几个人物在场



知道如何根据角色刺激他们



我们认为需要暴露多少时间是在准备过程中决定的



我能吸引他们的注意力多久



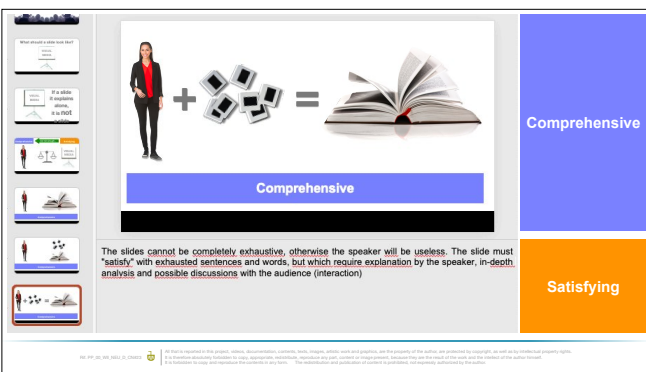
知道如何传达我们的专业知识



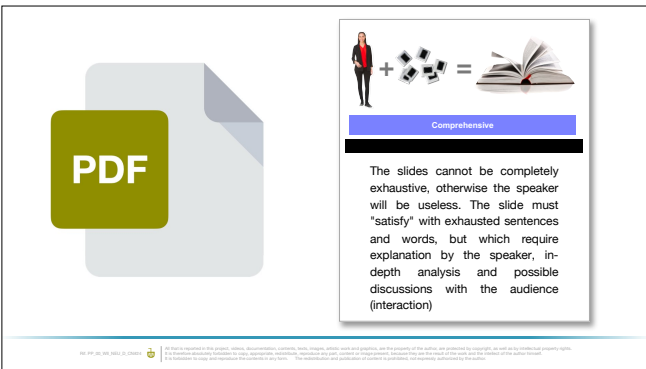
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制作真正有效的幻灯片，以实现适当的平衡，并让观众有机会从信息中受益



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