



Training course outline

ITU and Digital Bridge Institute (DBI)

Title	Virtual Communication and Infographics
Modality	Online instructor led
Dates	February 7 – 18, 2022
Duration	2 Weeks
Registration deadline	February 4, 2022
Training fees	150USD
Description	This course is designed to teach participants the principles for creating engaging presentations and how to optimize the visual impact of a presentation on the audience.
Code	22O127996AFR-E

1.LEARNING OBJECTIVES

Objectives of this course include the following:

- Understand how to structure engaging PowerPoint presentations
- Understand how to create compelling PowerPoint slides that are simple and effective
- Understand how to use master slides
- Understand how an audience experience presentations

2. LEARNING OUTCOMES

It is expected that upon completion of the training session, participants will be able to:

- Develop an engaging PowerPoint presentations
- Identify design tools and presentation add-ons for speedy design
- Create customised PowerPoint themes and templates
- Use charts and graphs effectively
- Use animations and transitions
- Use sound, images and videos in presentations effectively
- Understand how audience experience presentations

3.TARGET POPULATION

This training is targeted at managers, business professionals, entrepreneurs, executives and anyone who is interested in using MS PowerPoint to make presentations.



4.ENTRY REQUIREMENTS

Participants are expected to have basic digital literacy skills

5.TUTORS/INSTRUCTORS

Name of tutor(s)/instructor(s)	Contact détails
Mr. Chukwuemeka NZEIH	Email: cnzeih@dbi.edu.ng Tel. No: +234 803 788 1631
Mr. Chinwuaba IGBOKWE	Email: cigbokwe@dbi.edu.ng

6.TRAINING COURSE CONTENTS

PowerPoint

- Introduction to Microsoft PowerPoint 2016
- Features of Microsoft PowerPoints
- Creating Presentations using Microsoft PowerPoint
- Microsoft PowerPoint Presentation Tool.
- Creating Simple Presentations
- Working with Slides and Slide features
- Using Presentation enhancement features
- Using Illustrations in Presentation
- Using Presentation enhancement features
- Working with Charts
- Using animations and transitions in presentation
- Creating enhanced presentations
- Preparing for effective Presentations
- Audience Analysis for effective Presentation
- Creating Presentation that matches the audience
- Understanding Visuals
- Types of Visuals Aids
- Advantages of Visual
- Visualizing Data in Microsoft PowerPoint

Infographics

- Introduction to Infographics
- Types of Infographics
- Why you need infographics
- Using infographics in Presentations
- How humans learn
- Sourcing for Information for Infographics
- Including Infographics in Presentations
- Infographics and data visualization
- Using dynamic Infographics
- Infographics creation tips.
- Working with Infographics templates



- Presenting with Infographics
- 5 Ps of Presenting with Infographics
- Gaining attention with Infographics
- Leaving an impression.
- Project Based Exercise
- Enhancing Infographics
- Applying Multimedia
- Creating Videos and narrations in presentations.

7. TRAINING COURSE SCHEDULE

Week / Session	Topic	Exercises and interactions
Week 1	<ul style="list-style-type: none"> • Microsoft PowerPoint • Introduction to Microsoft PowerPoint 2016 • Features of Microsoft PowerPoint • Creating Presentations using Microsoft PowerPoint • Microsoft PowerPoint Presentation Tool. • Creating Simple Presentations • Working with Slides and Slide features • Using Presentation enhancement features • Using Illustrations in Presentation • Using Presentation enhancement features • Working with Charts • Using animations and transitions in presentation • Creating enhanced presentations • Preparing for effective Presentations • Audience Analysis for effective Presentation • Creating Presentation that matches the audience • Understanding Visuals • Types of Visuals Aids • Advantages of Visual • Visualizing Data in Microsoft PowerPoint 	<ul style="list-style-type: none"> • Read week 1 material • Participate in online class • Submit week 1 assignment • Take week 1 quiz • Participate in Forum discussion for week 1
Week 2	<p>Infographics</p> <ul style="list-style-type: none"> • Introduction to Infographics • Types of Infographics • Why you need infographics • Using infographics in Presentations • How humans learn • Sourcing for Information for Infographics • Including Infographics in Presentations 	<ul style="list-style-type: none"> • Read week 2 material • Participate in online class • Submit week 2 assignment • Take week 2 quiz • Participate in Forum discussion for week 2



	<ul style="list-style-type: none"> • Infographics and data visualization • Using dynamic Infographics • Infographics creation tips. • Working with Infographics templates • Presenting with Infographics • 5 Ps of Presenting with Infographics • Gaining attention with Infographics • Leaving an impression. • Project Based Exercise • Enhancing Infographics • Applying Multimedia • Creating Videos and narrations in presentations. 	
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8.METHODOLOGY (Didactic approach)

Course Materials: The relevant course material will be made available on the ITU Academy portal at the beginning of the course.

Online Discussion Forums: Participants are expected to participate actively in discussion forums on selected topics throughout the week.

Chat Sessions: Online chat sessions with the tutors will take place on Thursdays of each week. All participants are expected to join the chat sessions as they will be graded.

Quizzes: Two mandatory online quiz will be held at the end of each week.

Assignment: There will be a mandatory assignment for the course.

9.EVALUATION AND GRADING

Evaluation of participants at this course will be based on the following:

- Class Attendance
- Quizzes
- Assignments
- Forum Participation

Only participants who have successfully completed all assessments with a pass mark of 60% shall be awarded the ITU Certificate.

10.TRAINING COURSE COORDINATION

<p>Course coordinator: Name: Mr. Paulinus O. UGWOKE Head, Research, Education and Training Department Digital Bridge Institute, Abuja, NIGERIA Email address: pougwoke@dbi.edu.ng</p>	<p>ITU coordinator: Name: Mr. Emmanuel NIYIKORA Programme Officer, ITU Area Office for West Africa, DAKAR Tel : +250 788312939 Email address: emmanuel.niyikora@itu.int</p>
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