

2 days – Presentation Essentials (TGS-2023018661)

Course Duration	16.00 Hours	Full Fee	\$460	Subsidy & Nett Fee	Please refer to page 2	Mode of Training	Classroom
Certification	Successful trainees will receive a Statement of Attainment (SOA) issued by SkillsFuture Singapore.						
Entry Requirement	<ul style="list-style-type: none"> • Minimum 1 year of working experience (able to use Word software to type) • Speak, listen and read English at a proficiency level not lower than WPL Level 3, and manipulate numbers not lower than WPN Level 3 						
Course Objective	Presentation Essentials is designed to equip learners with the essential skills for effective presentations. Learner is able to identify their target audience, employ effective presentation strategies, and use various presentation aids to engage and impress. The course covers essential topics like slide structure, storyboard process, and animation techniques, ensuring a comprehensive understanding of presentation design and delivery. By the end of the course, learners will be adept at summarizing key points and gathering audience feedback for continuous improvement.						
Learning Outcomes	LO1: Able to identify the target audience by gathering relevant information through available resources LO2: Able to use effective presentations strategies to deliver intended outcomes LO3: Able to use presentation aids and materials effectively to wow your target audience LO4: Able to summarize key points and collate feedback for improvement						
Topics Covered	<ul style="list-style-type: none"> • Target Audience • Research and gather relevant information on project objectives • The Storyboard process • PowerPoint slide structure, Slide Layout, Gallery, • Slide master settings, theme, size, Slide views • Drawing shapes and Arranging Objects, Picture Cropping • Font, Bulleted List and Numbered List, Spell Check, Format Painter • Insert Table, SmartArt, Organisation Chart, Hyperlink using Action Button • Animations, Slide Transition, Notes, Outline, Handouts • Summarize Key Concepts at Strategic Points • Collate Feedback and reactions from Audience 						
Course Outline	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> • Target Audience • Storytelling mindset • Considerations for audience • Project objectives • Research information • Storyboarding – How to start • Plan out Story Lines • Slide message, communications and necessary info • Text driven and Data driven slides • Deliver presentation to teams • Testing and Updating </div> <div style="width: 45%;"> <ul style="list-style-type: none"> • Working with PowerPoint • New presentation, Save, Open, Close • Master slide, Graphical object • Apply theme, background colour, slide size • Add footer, slide number, change orientation • Slide layout, Duplicate, Copy and Paste • Format painter, Formatting • Bullets and Numbering • Arrangement of objects • Draw shapes, SmartArt • Organisation Chart, Hierarchy chart • Animations, Transition • Designer – PowerPoint with AI • Add video, audio, Cameo • Print Layout, Slide Show, Slide Sorter, Views • Report output, Handouts • Summaries key points of presentation • Collate feedback from audience • Analyse one's presentation </div> </div>						

Effective From: 17/03/2025

Assessment

- Written Assessment
- Practical Assessment

Subsidy

2 days – Presentation Essentials TGS-2023018661			
	Singapore Citizens and Singapore Permanent Residents	Employer-sponsored and self-sponsored Singapore Citizens aged 40 years old and above	SME-sponsored local employees (i.e. Singapore Citizens and Singapore Permanent Residents)
FUNDING Source			
	SkillsFuture Funding (Baseline)	SkillsFuture Mid-career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
Course Fee	\$460.00	\$460.00	\$460.00
SkillsFuture Funding	\$230.00	\$322.00	\$322.00
Total Nett Fee	\$230.00	\$138.00	\$138.00
GST (9% x \$460)	\$41.40	\$41.40	\$41.40
Total Fee Payable to Genetic Computer School Pte Ltd	\$271.40	\$179.40	\$179.40
Age Group	SC 21-39 years old and PR	SC 40 years old and above	Small Medium Enterprise

Eligible for Claim Period: 6 Feb 2023 – 5 Feb 2027

Please refer to the below link for the Refund Table for SkillsFuture Course:

<https://www.genetic.edu.sg/refund-for-skillsfuture-courses/>

Participant need to pass the test to get subsidy

SSG Advice:

Student must achieve 75% course attendance, and also pass the assessment to be eligible for SSG Funding.

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses.

PSEA Funding is available for student aged 18-30 Years old (Please Call PSEA Hotline 62600777 to check your balance).

We are pleased to share the following information on the new PSEA Ad Hoc Withdrawal FormSG Application:


- Using only own PSEA: <http://go.gov.sg/psea-withdrawal-tp>
- Using Sibling's PSEA: <http://go.gov.sg/psea-withdrawal-tps>

NTUC members can enjoy 50% *unfunded course fees support for up to \$250 each year when sign up for courses supported under UTAP. NTUC members aged 40 and above will get increased funding support from \$250 to \$500.

*unfunded course fees refer to the balance course fee payable after applicable government subsidies

To find out more on the UTAP funding, support validity period and submission for UTAP claim, please visit <https://www.genetic.edu.sg/utap-funding/>. T&C apply.

Note: Student must bring thumbdrive during the lesson.



vicpa
Visual, Audio, Creative Content
Professionals Association (Singapore)

The Visual, Audio, Creative Content Professionals Association (Singapore), was formed in July 2021 to represent visual, audio, production, and creative content professionals and advance VICPA members' professional interests and work prospects. VICPA also provides guidance on fair standards and good practices as well as resources, work advisory, and business networking to safeguard and support the careers of freelance and self-employed creative professionals. In supporting VICPA members with skills deepening programmes such as the courses offer by Genetic Computer School, VICPA members enjoy lower course fees through the Union Training Assistance Programme (UTAP) which provides 50% subsidy of the balance unfunded course fee, up to \$250 per calendar year. Between 1 July 2020 to 31 December 2025, VICPA members aged 40 years and above will enjoy higher funding support up to \$500 per calendar year, capped at 50% of unfunded course fee. To be a VICPA member, simply sign up as at www.ntuc.co/vicpa. Please select 'VICPA' under the field for Company Name.

Visit www.vicpa.org.sg, www.instagram.com/vicpasg and www.facebook.com/vicpasingsapore for more information.

Effective From: 17/03/2025