

Presentation with PowerPoint

Advance training on Microsoft PowerPoint-2003

This course will provide knowledge on advanced tools for existing users to design and produce presentations that look professional and enhance their delivery by fully engaging the audience with simple, effective images, animations and effects.



**10% discount for
CHA member
organization**

Who should attend?

Designed for users who have been self taught on PowerPoint or who have attended an introduction course.

Where

CHA Meeting Room, Colombo -07

Investment

Rs.5, 000.00

Registration

On or before 7th May 2010

When

13th May (0900-0430)
14th May (0900 -1200 noon)

Course content

- ▶ Introduction to PowerPoint
- ▶ PowerPoint Basics
- ▶ Working with Slides in Various Views
- ▶ Formatting Slides
- ▶ PowerPoint Objects - Selecting, Grouping,
- ▶ Slide Transition and Animation
- ▶ Working with Color Schemes
- ▶ Working with Masters
- ▶ Working with different Layouts
- ▶ Graphs
- ▶ Organisation Charts
- ▶ Tables
- ▶ Audio & Video Clips
- ▶ Insert Movies & Sounds
- ▶ Creating Audience handouts and Speaker notes
- ▶ Link with other Applications
- ▶ PowerPoint Help

About the Resource person

Jayanthi Somasekeram MACS, MBCS, CITP
Head of IT-Consortium of Humanitarian Agencies

She is an ICT (Information and Communication Technology) professional possessing 15 years experience with extensive skills in IT Administration, Database Management, ICT Consultation and Lecturing.

Jayanthi has her degree in Bachelor of information Technology from Charles Stuart University, Australia along with other IT qualifications.

She has conducted trainings for IT Diploma courses, comprehensive training programs & workshops for staff members of NGO, INGO and the commercial sector.

For further information please contact:

Chrisanthi Sithamparam
Training Coordinator
The Consortium of Humanitarian Agencies (Gte) Ltd. (CHA)
86, Rosmead Place, Colombo 07.

Tel: 011—4610943/4 ext. 202
Fax: 011—4610943/4 ext. 113
E—mail: training@cha.lk



How to design

Eye-Catching Brochures, Newsletters, Ads, Reports

Good design doesn't just happen. It takes special skills to assemble the headlines, text and graphics of a printed page to catch a reader's eye and elicit the response you want. Once you learn the basic design skills, you can apply them every time you need to communicate ideas on paper swiftly, clearly and effectively. Ads, newsletters, press releases, even number-heavy reports and proposals - all of them will benefit from the design guidelines and techniques you'll gain from this Microsoft publisher 2007 workshop.

On 8th June 2010

Microsoft Publisher 2007 Introduction

Course Outline:

- Creating a Basic Publication
- Modifying a Publication's Layout and Structure
- Editing Content in a Publication
- Formatting a Publication
- Formatting Pictures in a Publication
- Preparing a Publication for Distribution

Investment : Rs. 5000.00

On 15th June 2010

Microsoft Publisher 2007 Advanced

Course Outline:

- Working with Backgrounds & Color Schemes
- Advanced Graphics Techniques
- Working with tables
- Using the Mail Merge Feature
- Creating a Web Site
- Course Recap

Investment : Rs. 5000.00



**Registration
before 1st June 2010**

For further information please contact:

S. Chrishanthi - Training Coordinator

The Consortium of Humanitarian Agencies (Gte) Ltd. (CHA)
86, Rosmead Place, Colombo 07.

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10% OFF

*for CHA member organizations
& for participants who register
for both workshops*



2day workshop on **CONFLICT SENSITIVITY**



Course Contents

- ◆ What **Harm** can be done through projects
- ◆ Understanding Institutional/Personal behaviors/Attitudes
- ◆ Overcome unseen barriers at institutional level (In-house & Field)
- ◆ Introducing “Do No Harm” analytical frame work

Rs 6000/=
(Inclusive of Meals,
Course Materials)

Course objectives

Participants will understand the concept and evolution of conflict sensitivity, as well as its relevance and benefits for effective assistance in complex (conflict) situations.

For Whom

NGO/INGO / CSR/Government Project staff

When

On 18th–19th May 2010 (0900 - 1630 hrs)

Where

CHA Meeting Room, Colombo- 07

Investment

Rs. 6000 /- (**10% discount for CHA Members**)

Registration

Before 12th May 2010

If interested please contact

S. Chrishanthi
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About the Resource person

Mr. Arunasalam Vaithialingam
Senior Programme Officer-Consortium of Humanitarian Agencies

Mr. Vaithialingam has been in the field of “working with conflict”, and development, social mobilization, and community development, since 1990. Having undergone training on conflict related subjects since 1995, he has undergone training facilitated by Dr. John Paul Lederach, DR. Kenneth Bush, & Dr Nick Luwer and also in S/India, Nepal and Philippines. Vaithy has conducted numerous trainings island wide for CBOs, NGOs, INGOs and local government authorities, in all three languages. He is presently attached to the Consortium of Humanitarian Agencies as the Senior Programme Officer of the CS Team.