

01 Day Designing Impactful Executive Presentation using PowerPoint

Description

This course is designed to equip users with the skills to create effective and attractive presentation slides using Microsoft PowerPoint. By the end of the course, learners will understand audience mindset, apply fundamental design principles, use fonts and colours effectively, create impactful visuals, and employ animations to simplify complex information.

They will also learn to design clear, engaging charts, avoid common design mistakes, leverage free resources, and practice their skills through slide redesign exercises and presentation critiques.

Who is this Course For?

This course is suitable for participants who need to plan, create and deliver presentations at their workplace.

Course Objectives

By the end of this course, learners will be able to:

- Understand audience mindset and the impact of slide design.
- Apply fundamental design principles using guidelines, fonts, and colours.
- Redesign slides using effective guidelines.
- Use fonts effectively in slide design.
- Apply colour theory to enhance slide design.
- Create and use pictograms and silhouettes for visual impact.
- Employ the "Zoom" and "Transparency" animation effects to simplify complex charts and tables.
- Use the "On Click" effect to present bullet points more effectively.
- Design effective charts using the "3 Big Questions" technique.
- Identify and correct common design mistakes in slides.
- Utilise websites with legitimate free resources.
- Participate in presentation critiques to refine slide design skills.

Course Duration

8 Hours

Mode of Training

Classroom

Full Fee

\$320

(Subject to 9% GST)

Nett Fee

\$348.80

(After GST)

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.



Course Content

Mindset of the audience

- Show the top annoyance of the audience base on a survey
- Explain the problem with today's approach towards designing slides
- Explain the fallacy of solely using the left side of the brain during design
- Show examples of slides designed with the left side of the brain
- Explain the advantages of using the right side of the brain during design
- Show examples of slides designed with the right side of the brain

Fundamentals of Design, Part 1, Guidelines

- Explain how the usage of guidelines affect design
- Show examples of slides using guidelines effectively

Designing Slides with Guidelines

- Participants to redesign a slide using guidelines effectively

Fundamentals of Design, Part 2, Fonts

- Explain how the usage of fonts affect design
- Show examples of slides using fonts effectively

Designing Slides with Fonts

- Participants to redesign a slide using fonts effectively

Fundamentals of Design, Part 3, Colours

- Explain the theory of colours
- Explain how the usage of colours affect design
- Show examples of slides using colours effectively
- Participants to redesign a slide using colours effectively

Designing Graphics, Part 1, Pictograms

- Explain how the usage of pictograms affect design
- Show examples of slides using pictograms effectively
- Demonstrate how pictograms can be created through the usage of different shapes

Designing Slides with Pictograms

- Participants to create various pictograms through the usage of different shapes

Designing Graphics, Part 2, Silhouettes

- Explain how the usage of silhouettes affect design
- Show examples of slides using silhouettes effectively
- Demonstrate how silhouettes can be created through the usage of the "Freeform" tool



Course Content

Designing Slides with Silhouettes

- Participants to create various silhouettes through the usage of the “Freeform” tool

Injecting Animation, Part 1, “Zoom” and “Transparency” Effect

- Show examples of badly designed slides with complex tables and charts
- Demonstrate how complex charts and tables can be better designed by using the “Zoom” and “Transparency” effect

Designing Slides through injecting “Zoom” and “Transparency” effect

- Participants to employ the “Zoom” and “Transparency” effect when redesigning a slide with complex table and diagrams

Injecting Animation, Part 2, “On Click” Effect

- Show examples of slides where more than 5 bullets points are shown all at once
- Demonstrate through the “On Click” effect, bullet points in the slides can be presented more effectively

Designing Slides through injecting the “On Click” effect

- Participants to employ the “On Click” effect when redesigning a slide with more than 5 bullets points which are shown all at once

Designing Effective Charts, “3 Big Questions” Technique

- Show examples of charts with overwhelming and unnecessary amount of data and elements
- Show examples of charts that are effectively designed
- Explain to participants about applying the “3 Big Questions” technique when designing their charts

Designing Effective Charts through applying the “3 Big Questions” Technique

- Participants to employ the “3 Big Questions” Technique when redesigning a slide with overwhelming and unnecessary amount of data and elements

Websites with Freebies

- Show 3 photos that are legitimate
- Participants will be given a deck of slides which are badly designed
- Participants to apply the techniques learned throughout the day and redesign a deck of slides
- Presentation

Critique

- Trainer and participants to critique slides redesigned by participants
- Conclusion and Wrap-up

